User Manual

HFS Cost Report Software

published 4/10/2013

User Manual

Health Financial Systems
Cost Report Software Systems

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version 3.1

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Welcome

This User Manual contains detailed information about the Health Financial Systems cost report software. This manual is for all users of our software, especially those who prepare cost reports. HFS is approved by the Center for Medicare and Medicaid Studies (CMS) as an official vendor of nine different cost report software systems. This manual is applicable to eight of those nine subsystems:

- Hospital (2552-10 & 2552-96)
- SNF (2540-10 & 2540-96)
- HHA (1728-94)
- ESRD (265-11)
- RHC/FQHC (222-92)
- Hospice (1984-99)
- CORF/CMHC (2088-92)
- Home Office (287-05)

This manual does not discuss the Interns & Residents Information System (IRIS) program. There is separate manual dedicated to the IRIS software.

This manual is also intended for HFS clients who use our California cost report systems, CHDR and LTCIR. HFS is approved by the State of California, Office of Statewide Healthcare Planning and Development (OSHPD) as an official vendor of the California healthcare reporting software systems. There are some differences between the functions available in the California systems and the Medicare systems, but those differences are relatively few and insignificant. Such differences are identified, as applicable, throughout this manual.

This manual is extensive and contains detailed descriptions of the software functions, features and utilities. Many topics include step-by-step instructions on how to use the functions, features and utilities.

The software is a Windows based application and that means that those of you who are familiar with how to use other Windows based applications will immediately be able to begin using the software without reading this manual.

For those of you who are new to HFS cost report software products, we offer these convenient resources to help you quickly learn how to use the software.

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Getting Started

- See Installation chapter to learn to setup/update the software.
- Review What's New & Different
- Work through Feature Tutorials to familiarize yourself with the software.
- Read Frequently Asked Questions on HFS website for answers to questions.

Learning More

- Read about: Medicare Auditor; Management Reports; PS&R; AAI; Batch AAI; Data Extractor; Batch Data Extractor; Batch Print; Batch Import; Batch Export.
- Visit our website www.hfssoft.com.

Technical Support

- Send an email: support@hfssoft.com
- Call technical support: (888)216-6041

The more you know about the software and its features, the easier your job will be. Once you start using our cost report software you will wonder how you ever prepared a cost report without it.

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1.1 Introduction

Since 1981, Health Financial Systems (HFS) has been developing and marketing CMS approved Medicare cost report software. HFS cost report software is used by Medicare health care providers, CPA firms and reimbursement consultants to prepare and submit Medicare cost reports. HFS Medicare cost report software is used to prepare more Medicare cost reports than any other cost report software, making HFS the largest automated cost report software vendor in the United States.

HFS software is used by more Medicare Administrative Contractors (MACs) and Fiscal Intermediaries to accept and audit cost reports than any other cost report software. Most likely, your FI/MAC uses HFS cost report software to process your cost report.

Our users choose HFS software because of its quality, dependability, range of feature, ease of use, and live customer support that is unmatched in the industry. We offer live technical support every hour of every day of the week. Our full time staff of support professionals have decades of experience with cost reports and the cost report software. We encourage every customers to email us at support@hfssoft.com. or call us at (888) 216-6041. The software is designed to make your job easier. If you are bogged down with a confusing cost report issue or if you're not sure how to do something in the software, contact us. Don't wait until you are frustrated or discouraged. Send us an e-mail or call us and we will be able to answer your questions and resolve any problems you encounter.

At HFS, we make an extra effort to be responsive to the needs and desires of our customers. Many of the features in our software were developed at your request and some of them continue to evolve as a result of input from you. If you have ideas for enhancements or comments about any aspect of the software, please share them with us.

Please use these convenient links to contact us:

- request Information
- HFS Sales representative
- technical Support

We hope you enjoy using our software. On behalf of everyone here at HFS we thank you for choosing our software and we look forward to a long working relationship with you.

1.2 System Requirements

The minimum hardware and software requirements for HFS cost report software include:

- ✓ 1.3GHz or faster processor;

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- ✓ minimum 1 gigabyte (GB) of RAM;
- ✓ minimum 1.5 gigabytes (GB) of available space on the hard disk;
- ✓ floppy, flash or CD-ROM drive;
- ✓ keyboard and a mouse or some other compatible pointing device;
- ✓ video adapter and monitor with1024x768 or higher resolution (higher is recommended);
- ✓ Microsoft Windows XP with Service Pack (SP) 2, Windows Server 2003 with SP1, or later operating system (such as Vista) (Can use Windows 2000 with Service Pack (SP) 4). Note: If running Windows Vista or Windows 7, we recommend you have a minimum of 2 GB RAM and you must run as an Administrator. You may need to disable User Account Control to run setup and to run Check for Updates.
- ✓ Internet Explorer 6.0 or later, 32 bit browser only. Internet functionality requires Internet access (fees may apply).
- ✓ Microsoft XML Core Services (MSXML) version 3.0, 4.0 & 6.0 (click here to see if your computer meets the MSXML requirements);

Many HFS customers install and use the software in non-Windows environments (e.g., Citrix). The software works in various types of network operating environments, but it is developed in and for Microsoft Windows-based personal computers. HFS cost report software is not compatible with Apple computers, although some HFS customers run the software on their Apple computers by installing a virtual instance of a Windows operating system and then they run the cost report software in the virtual instance of Windows.

1.3 What's New & Different?

This section describes some of the main differences between the new 32-bit software and previous versions of HFS cost report software. Every attempt has been made to make the software look and feel like previous versions, while adding enhancements to make the software more flexible, more powerful and easier to use. By "New", we mean relatively new, not necessarily new this year.

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New Data File Format

With the introduction of the 2552-10, 2540-10 and 265-11 cost report systems HFS introduced a new type of data file that replaced the .mcr file we used for many years. The .mcr data files were indexed data files and were susceptible to corruption anytime their indexes were damaged. Our software included the Restore/Reorganize utility to repair damaged files and rebuild their indexes. In the new cost report systems HFS uses XML data files. These new data files are .mcrx files. The .mcrx files are not susceptible to corruption or data loss. We introduced this new data file format approximately two years ago and there has never been a single instance of a .mcrx file that was corrupted. Bad or missing data file records are no longer an issue.

Long File Names

You are no longer limited to an eight digit filename. HFS still reserves the extension of your filename but you may use of the other 256 characters.

Open Multiple Files

You can open two cost reports in one session of the HFS software. You can switch between open cost reports by clicking on the drop down box in the bottom right of your screen.

Check for Updates

The system is Internet accessible. You will select the **Check for Updates** option and the system will see if there are any updates you need to download. If updates are available you will be prompted to install the updates. The updater program will shut down the software, download the update files, install the updates and restart your software. When the program restarts the opening screen will display the version notes for the update(s) that were just installed.

Net Sync for Multi User Sites

This feature replaces our Version Checker feature. The feature runs faster and uses a more reliable installation process.

Task Pane

The Task Pane is located on the right-hand side of the main user interface screen. The purpose of the Task Pane is to provide an easy access location for you to perform common tasks, such as opening or creating files, reviewing edits, and checking for software updates or news from the HFS web site.

Customizable Tool Bar

The toolbar is not new to the software, but the ability to customize it to suit your needs is. Virtually all commands that appear on the menu are accessible through the tool bar. Items on the tool bar may be added or removed, and even the order of those items can be customized. This is great for including only those items you need, while hiding those you don't need. You can even hide the entire toolbar if you prefer not to see it.

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Software Preferences and Options

The Options screen has been reformatted to show you all of the available options in a “tree” structure, rather than in tabbed format. Options for all features are located in this one place so you always know where to find them. In addition to the format change, new options have been added, such as the *Headlines* option. To explore these options, click the **Options** menu and then select **Preferences**.

Improved Cut, Copy and Paste

These features perform like other Windows programs. If you are pasting multiple cells of data into your report you can just click the first cell and the system will paste all of the information. Also, if the source of your data is formatted with commas or decimal places the system will automatically convert it to our screen format with no commas and no decimal places.

Add and Delete Line Buttons

These buttons detect if the worksheet is appropriate for adding or deleting cost centers or lines. While viewing some forms you can add or delete lines. You can also add lines to the adjustment forms and the balance sheet form.

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Install & Update the Software

In this section you will learn how to install the cost report software and how to perform periodic updates in the future.

See also:

Installation

Check for Updates

Network Synchronization

Uninstall

2.1 Installation

You will download the software from our website www.hfssoft.com.

To download the software from the website, click on the orange Download tab at the top of the page. You will be prompted to enter your user name and password. If you don't have a user name or password, click on the New User button and fill in the blanks on the web page form. If you don't know your user name or password you can send us an email request or call us and we will look it up for you. (Forgot my password) After you enter your user name and password you will see the download page. (See picture below.)

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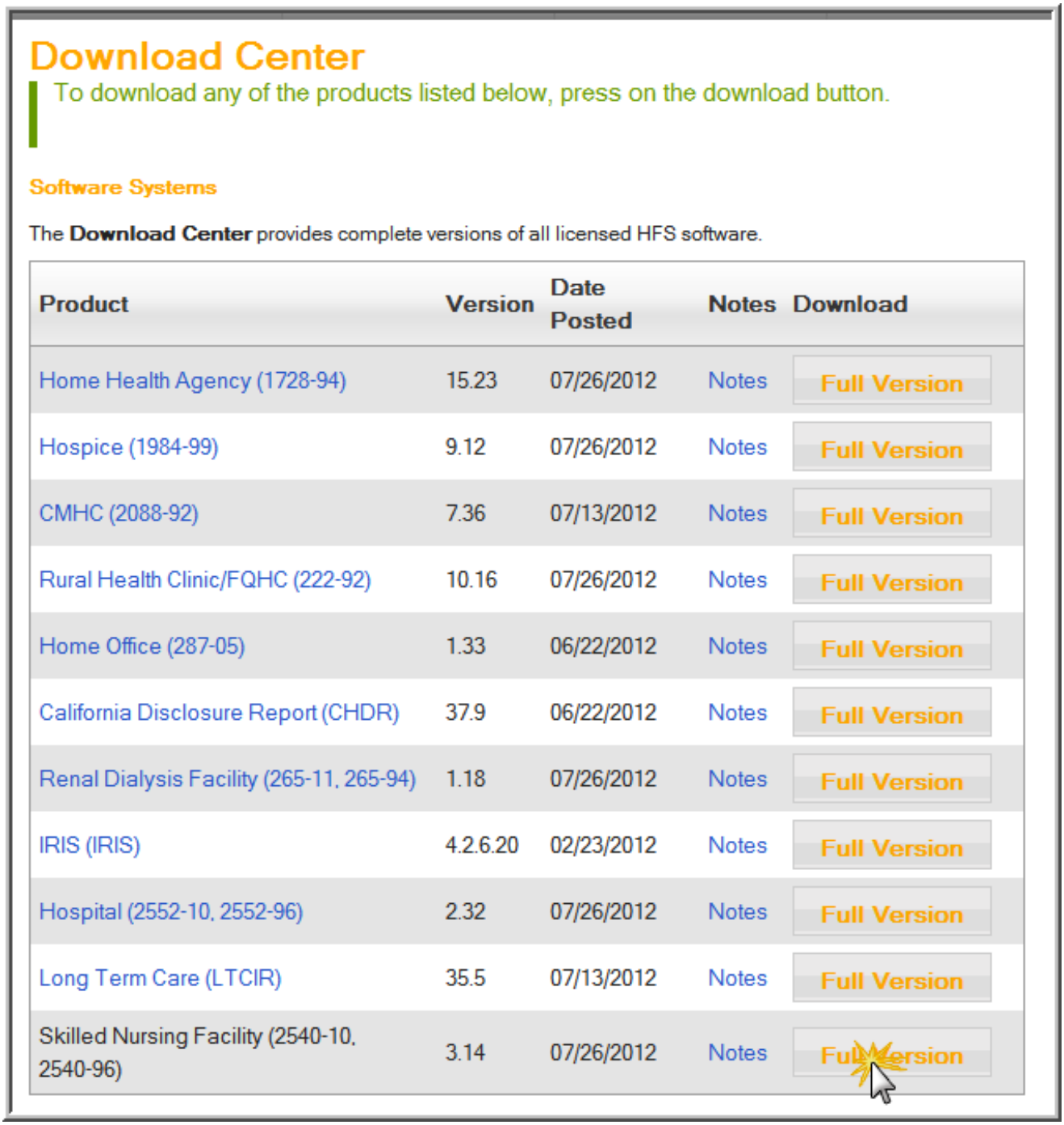

Download Center

To download any of the products listed below, press on the download button.

Software Systems

The **Download Center** provides complete versions of all licensed HFS software.

Product	Version	Date Posted	Notes	Download
Home Health Agency (1728-94)	15.23	07/26/2012	Notes	Full Version
Hospice (1984-99)	9.12	07/26/2012	Notes	Full Version
CMHC (2088-92)	7.36	07/13/2012	Notes	Full Version
Rural Health Clinic/FQHC (222-92)	10.16	07/26/2012	Notes	Full Version
Home Office (287-05)	1.33	06/22/2012	Notes	Full Version
California Disclosure Report (CHDR)	37.9	06/22/2012	Notes	Full Version
Renal Dialysis Facility (265-11, 265-94)	1.18	07/26/2012	Notes	Full Version
IRIS (IRIS)	4.2.6.20	02/23/2012	Notes	Full Version
Hospital (2552-10, 2552-96)	2.32	07/26/2012	Notes	Full Version
Long Term Care (LTCIR)	35.5	07/13/2012	Notes	Full Version
Skilled Nursing Facility (2540-10, 2540-96)	3.14	07/26/2012	Notes	Full Version

Find the software product you want to install and click the **Full Version** button. In the example shown below, the 2540-10, 2540-96 SNF cost report software was selected from the list by clicking the **Full Version** button on the row for the SNF program. The Download screen appears and presents you with several options.

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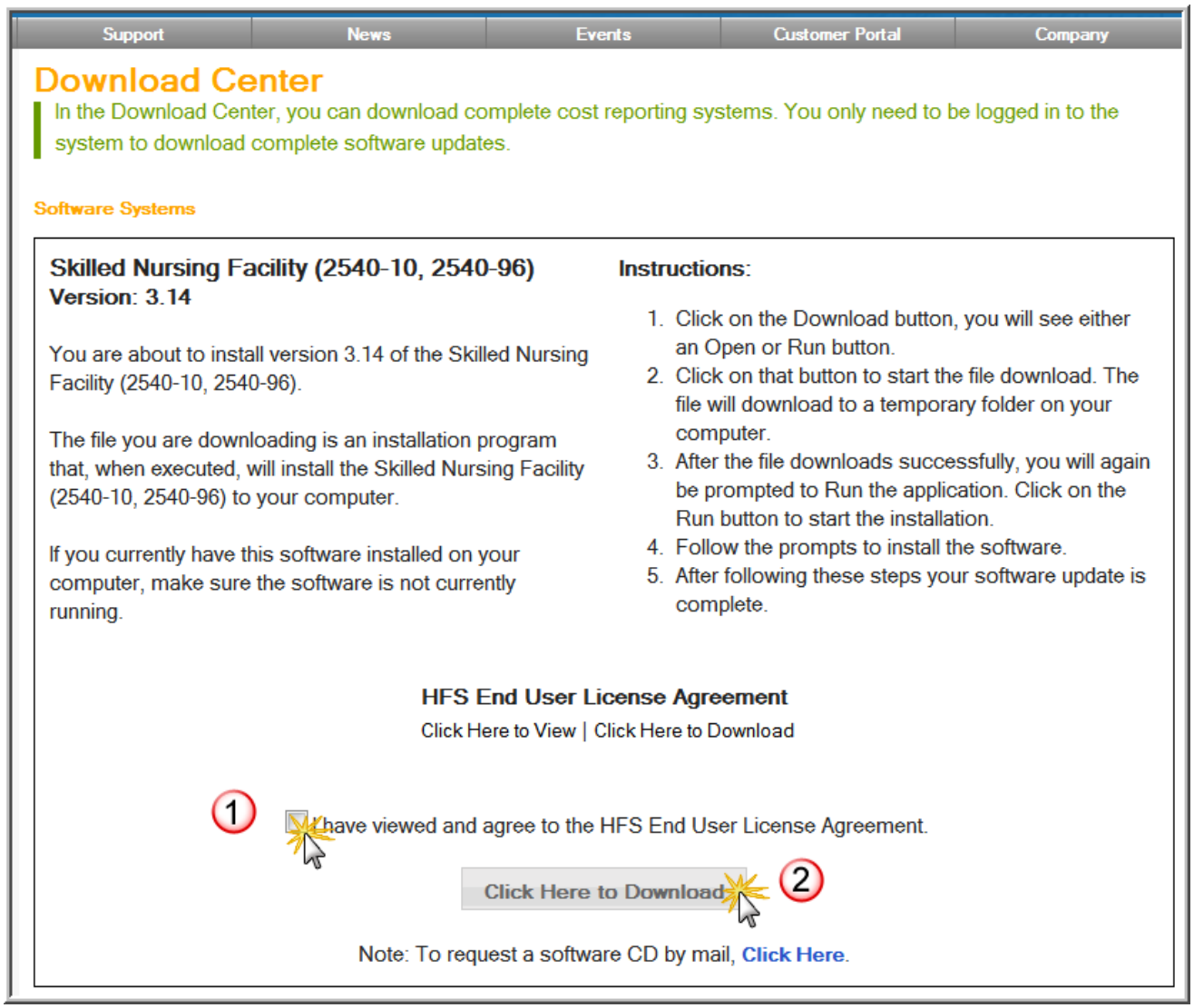
Support
News
Events
Customer Portal
Company
Download Center
In the Download Center, you can download complete cost reporting systems. You only need to be logged in to the system to download complete software updates.
Software Systems
Skilled Nursing Facility (2540-10, 2540-96)
Version: 3.14
You are about to install version 3.14 of the Skilled Nursing Facility (2540-10, 2540-96).
The file you are downloading is an installation program that, when executed, will install the Skilled Nursing Facility (2540-10, 2540-96) to your computer.
If you currently have this software installed on your computer, make sure the software is not currently running.
Instructions:
1. Click on the Download button, you will see either an Open or Run button.
2. Click on that button to start the file download. The file will download to a temporary folder on your computer.
3. After the file downloads successfully, you will again be prompted to Run the application. Click on the Run button to start the installation.
4. Follow the prompts to install the software.
5. After following these steps your software update is complete.
HFS End User License Agreement
Click Here to View | Click Here to Download
1
have viewed and agree to the HFS End User License Agreement.
Click Here to Download
2
Note: To request a software CD by mail, Click Here.

- To proceed with the download you must check the box indicating you viewed and agree to the HFS End User License Agreement. You can click a link to view the EULA or another link to download a copy of it to your computer. You can also click a link if you want to have the software mailed to you on a CD.

- After you indicate your willingness to be bound by the license agreement, click the **Click Here to Download** button.

The installation file will be downloaded to your computer. When the download is complete, the install program will start. If the setup program does not start automatically, locate the downloaded file and double click it to run the setup program. If you previously installed the cost report software, you will be advised that the setup program will upgrade your existing installation.

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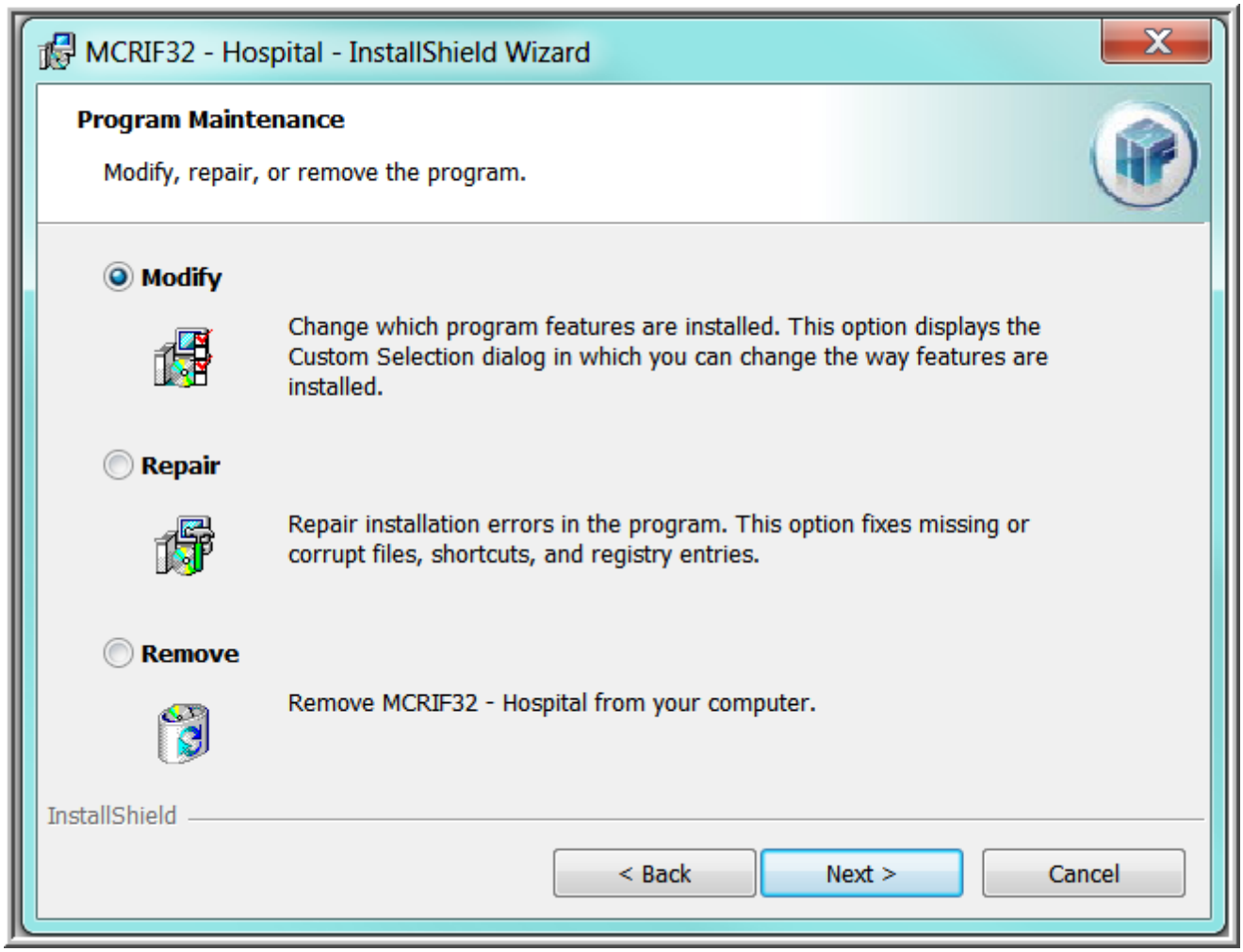
MCRIF32 - Hospital - InstallShield Wizard
Program Maintenance
Modify, repair, or remove the program.
Modify
Change which program features are installed. This option displays the Custom Selection dialog in which you can change the way features are installed.
Repair
Repair installation errors in the program. This option fixes missing or corrupt files, shortcuts, and registry entries.
Remove
Remove MCRIF32 - Hospital from your computer.
InstallShield
< Back
Next >
Cancel

Click **Yes** to proceed. You will see the opening screen for the setup program.

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MCRIF32 - SNF - InstallShield Wizard
Welcome to the InstallShield Wizard for MCRIF32 - SNF
The InstallShield(R) Wizard will install MCRIF32 - SNF on your computer. To continue, click Next.
WARNING: This program is protected by copyright law and international treaties.
< Back
Next >
Cancel

Click **Next** to proceed. You will see the HFS license agreement displayed in the dialog box.

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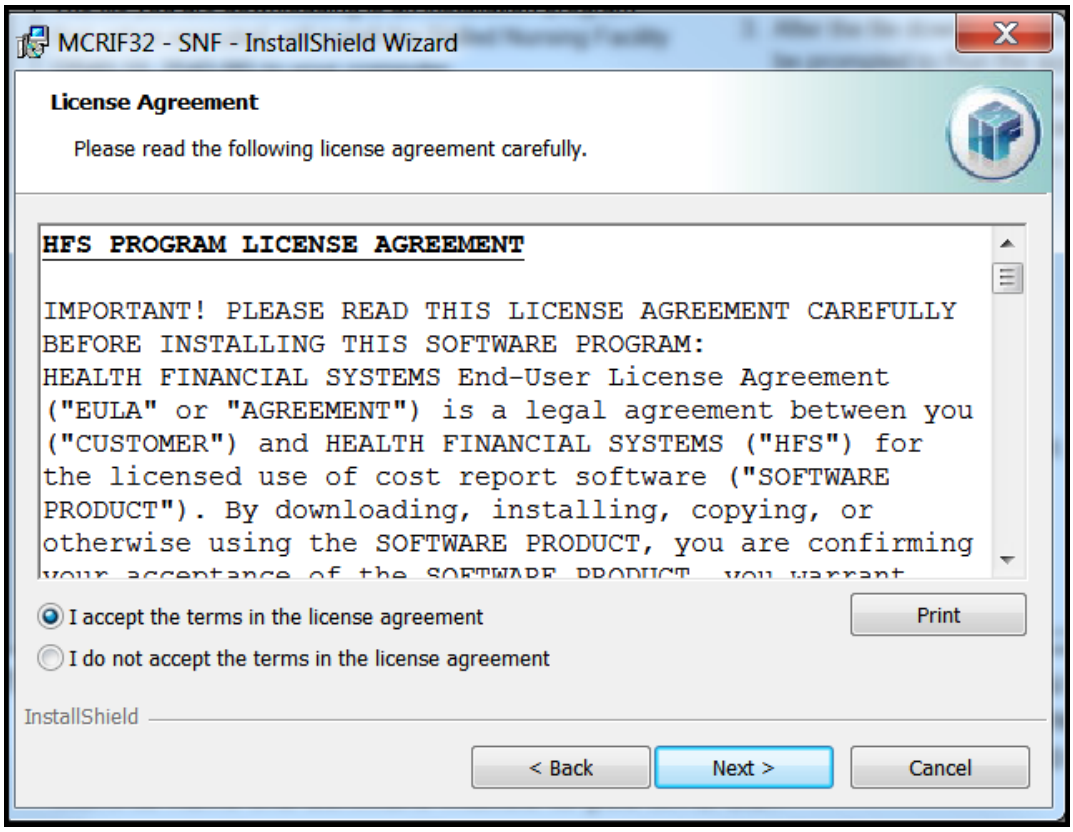
MCRIF32 - SNF - InstallShield Wizard
License Agreement
Please read the following license agreement carefully.
HFS PROGRAM LICENSE AGREEMENT
IMPORTANT! PLEASE READ THIS LICENSE AGREEMENT CAREFULLY
BEFORE INSTALLING THIS SOFTWARE PROGRAM:
HEALTH FINANCIAL SYSTEMS End-User License Agreement
("EULA" or "AGREEMENT") is a legal agreement between you
("CUSTOMER") and HEALTH FINANCIAL SYSTEMS ("HFS") for
the licensed use of cost report software ("SOFTWARE
PRODUCT"). By downloading, installing, copying, or
otherwise using the SOFTWARE PRODUCT, you are confirming
I accept the terms in the license agreement
I do not accept the terms in the license agreement
Print
InstallShield
< Back
Next >
Cancel

To proceed you must indicate you accept the license agreement and click **Next**. The next dialog box will display the progress of the installation process.

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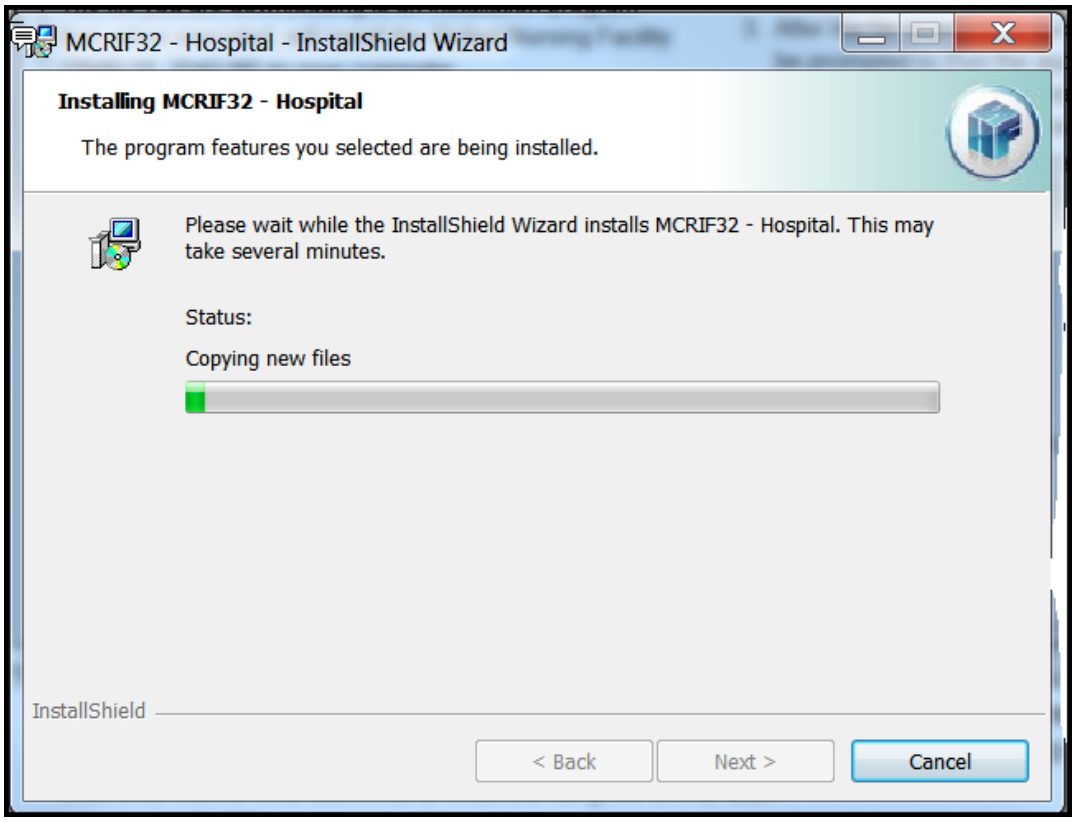
MCRIF32 - Hospital - InstallShield Wizard
Installing MCRIF32 - Hospital
The program features you selected are being installed.
Please wait while the InstallShield Wizard installs MCRIF32 - Hospital. This may take several minutes.
Status:
Copying new files
InstallShield
< Back
Next >
Cancel

By default, the software will be installed in C:\MCRIF32. The setup program will create the default directory if it does not already exist. When the setup program starts you will see a series of prompts. If this is not the first time you installed the software you will need to select the **Modify** option. Follow the prompts until you see the **Finish** button. Click the **Finish** button to close the install program. A yellow HFS cube icon will be placed on your desktop automatically. Double click the yellow HFS icon to start the cost report software.

Data files may be stored in, and run successfully from, any location, including a shared network folder. We recommend installing the software on your local hard drive. If the program runs slowly when installed on a network the software should be installed on individual workstations. HFS cannot predict network throughput speeds and other variables that may cause the program to run slower than expected. The program can only work as fast as your network allows. The cost report program runs fastest when installed on your local hard drive. Storing your data files on a network should not have any affect on the software's performance.

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2.2 Check for Updates

The importance of periodically updating your cost report software cannot be sufficiently emphasized. CMS regularly publishes instructions to cost report vendors regarding software changes. These changes do not occur at predictable intervals. What is predictable is that mandatory changes will always happen and you may or may not be aware of them. It is a certainty that if you don't update your software, your cost report will not reflect recent changes. Depending on the seriousness of the changes or of the impact the changes have on the cost report, your cost report may be incomplete and incorrect because you used outdated software to prepare your report. When you submit your cost report to your FI/MAC, your cost report may be rejected and the MAC may withhold Medicare payments to the provider, and if the problem persists, the MAC may treat any payments to the provider during the cost report period as over payments and require the provider pay back all payments for the year.

You can easily prevent this from happening if you check for updates when you have not used the software for a few months, or even weeks. You should also check for updates before you finalize and submit your completed cost report to your MAC. If there are updates available, install them. Don't put it off until later. Install the updates, restart the software, open your cost report and recalculate it to see if there are any new edits or any unexpected reimbursement impacts. Then you can be confident that the cost report you submit was prepared using the most current available version of the program.

The software is designed to communicate with our servers and determine if you need to download and install updates. You do not have to visit the HFS website to perform updates. Registered users will receive periodic email notifications of updates. The software can be updated while using the cost report software. On the **Help** menu, select **Check for Updates.** You will be prompted to enter your username and password. Enter your username and password and click **Ok**. The **Updates Installer** dialog box will open after your username and password are verified.

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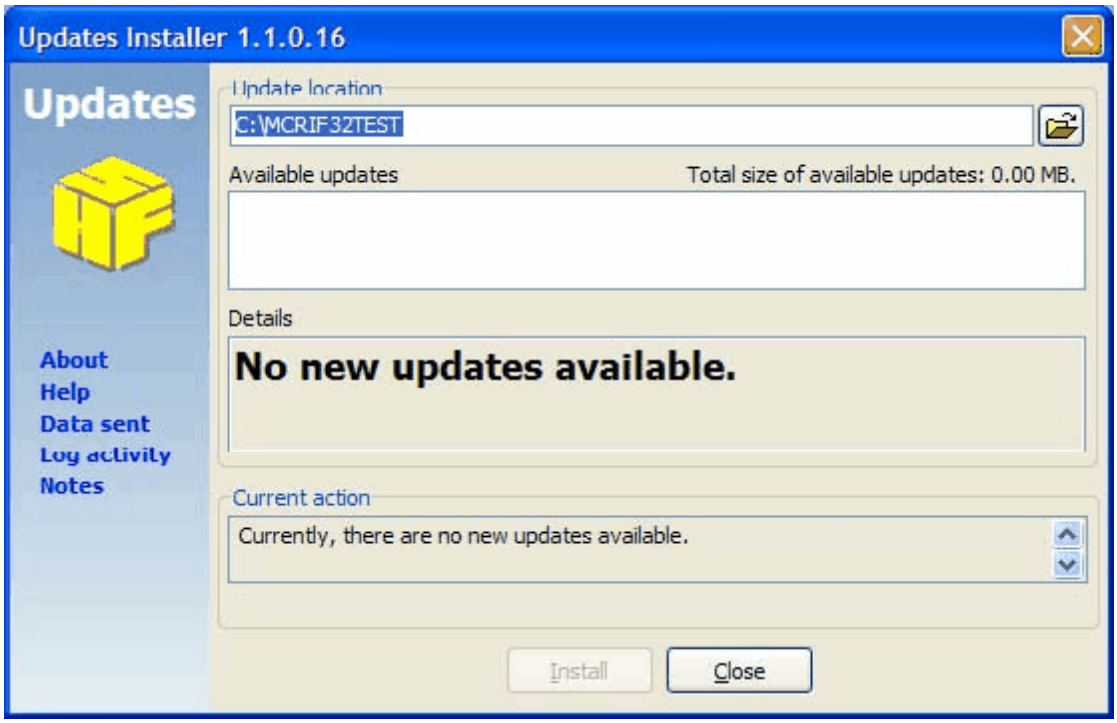

If there are any updates to download they will be displayed in the **Available Updates** section. Click **Install**to download and install the available update(s). The update installer will ask your permission to close the cost report software. Click **Ok** to close the cost report software and proceed to download and install the updates. The installer program will download the updates. After the download is complete, the install program will start and the updates will be installed. When the update installer is finished click **Close**. The cost report software will re-start automatically and you may resume working on your cost report.

2.3 Network Synchronization - for Multi User Sites

Network Synchronization is designed for use by clients with multiple users. This feature will allow one computer or workstation to be updated and all other computers will be updated automatically, based on the software installed on the administrator's computer. This feature assumes that there will be an “administrator” responsible for keeping the designated workstation up to date. The administrator will install the latest software to a local hard drive or network location. When the update or install is complete, the administrator must "publish" files to a shared network location that will update the rest of the workstations with the updates installed by the administrator. To start the Netsync program, click the Windows **Start** button. Select **All Programs** and point to **Health Financial Systems,** then **Tools** and select **HFS Admin Suite.**

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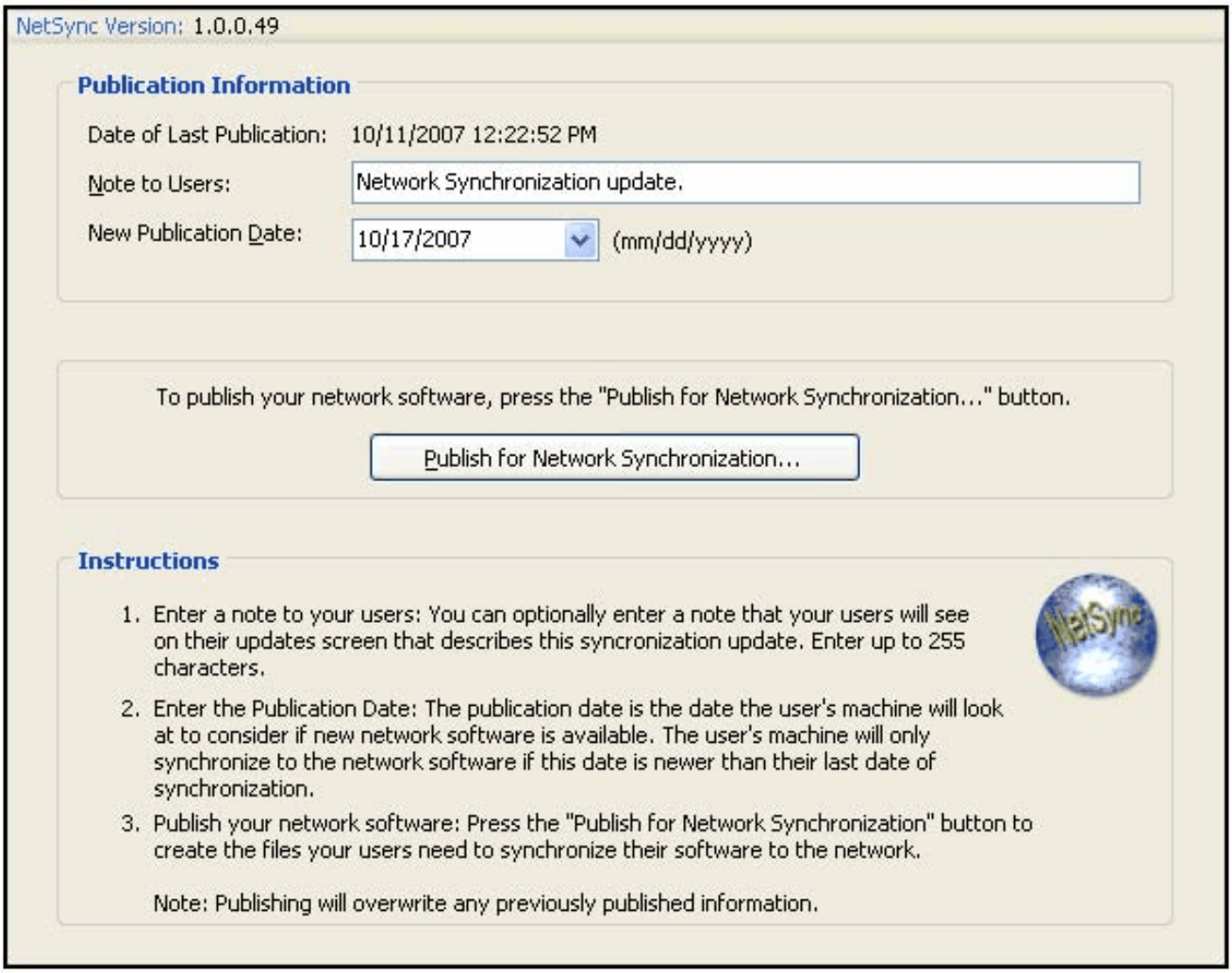
NetSync Version: 1.0.0.49
Publication Information
Date of Last Publication: 10/11/2007 12:22:52 PM
Note to Users: Network Synchronization update.
New Publication Date: 10/17/2007 (mm/dd/yyyy)
To publish your network software, press the "Publish for Network Synchronization..." button.
Publish for Network Synchronization...
Instructions
1. Enter a note to your users: You can optionally enter a note that your users will see on their updates screen that describes this syncronization update. Enter up to 255 characters.
2. Enter the Publication Date: The publication date is the date the user's machine will look at to consider if new network software is available. The user's machine will only synchronize to the network software if this date is newer than their last date of synchronization.
3. Publish your network software: Press the "Publish for Network Synchronization" button to create the files your users need to synchronize their software to the network.
Note: Publishing will overwrite any previously published information.

If you have done this before, you will see the Date of Last Publication. You may optionally enter a description in the **Note to Users** box. Your users will see this note when they synchronize their software. The New Publication Date will default to today's date. This field is important because it is used as a control mechanism to help the client machine recognize new network content. If the date is not what you want, enter the date manually, or use the popup calendar. Click the **Publish for Network Synchronization** button to create the files your users need to synchronize their software to the network. Because the new publication data will overwrite any existing publication data you will be asked to confirm that you want to publish new files.

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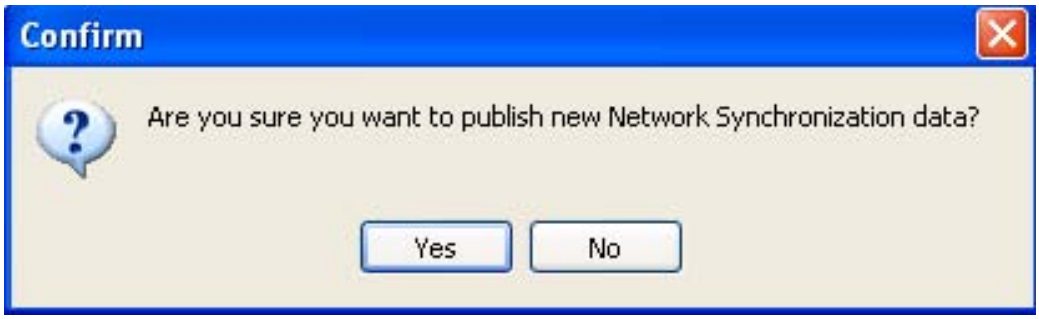
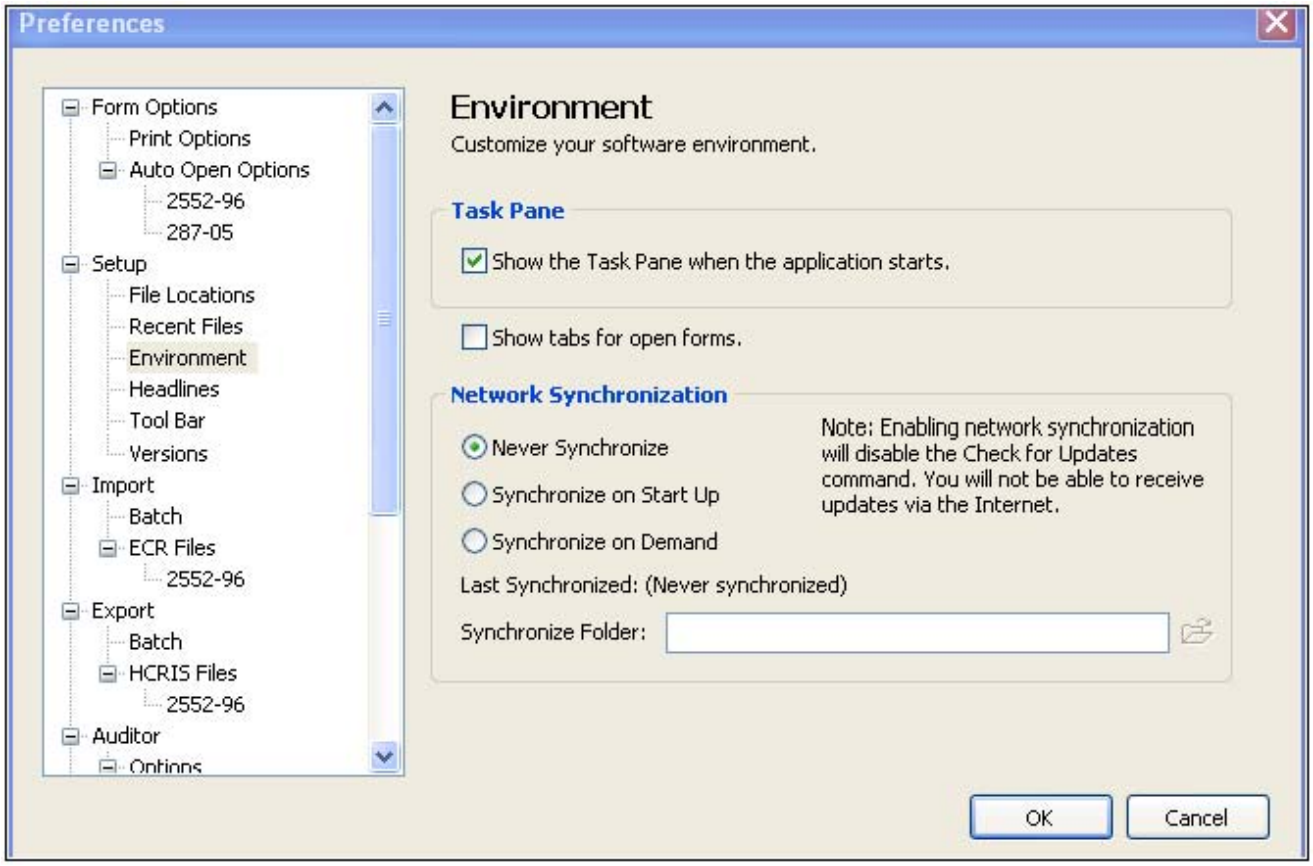


Two files will be created: Netsync.exe and Netsync.xml. These files will be copied to a network location. The network folder must be visible to your users through a mapped drive. Next setup the other computers to "Synchronize" with this network location. The other computers must have the cost report software installed. Open the software. On the ***Options*** menu select **Preferences,** then click **Set Up** and choose **Environment**.



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Specify the synchronization folder in the **Synchronize Folder** box. This must be the folder where the Netsync files were copied. You may choose how the software synchronizes with the network. The **Synchronize on Start Up** option will cause the software to check the network for the latest updated software each time the software starts. If you choose **Synchronize on Demand,** the software can be manually synchronized by selecting **Synchronize on Demand** on the **Help** menu. If there are updates available, the software will close and the updater program will run. After the update is complete, your software is ready to use.

2.4 Uninstall the Software

You can uninstall the software by clicking the Windows **Start** button and selecting **Control Panel**. Windows XP users will then select **Add/Remove Programs**. Vista and Windows 7 users will select **Programs**. Windows will show you a list of all currently installed programs. Scroll down the list for MCRIF32 preceded by a yellow HFS Icon. You may also find entries for the various cost report modules, such as 2552-96 or 287-05 or 2540-96. Select the program you want to uninstall and click **Change/Remove** or **Uninstall**.

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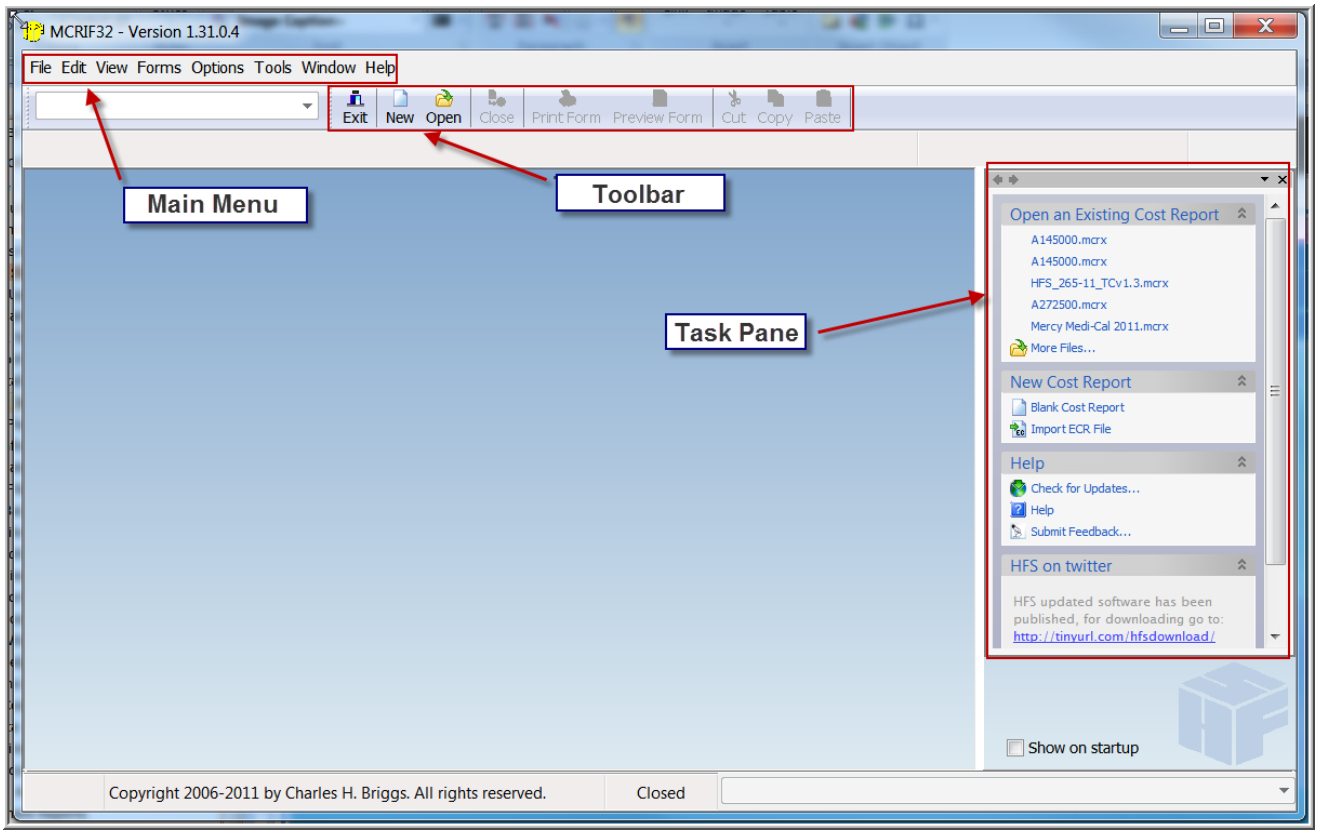
The User Interface

Start the HFS Medicare cost report software by double clicking on the yellow HFS icon on your desktop (Medicare Cost Report Interface 32). Alternatively, you can start the software by clicking the Windows **Start** button, point to **[All] Programs** and **Health Financial Systems** then select **Medicare Cost Report Interface 32**. The cost report program will start and you will see the **User Interface** screen.



See also:

- Task Pane
- File Information
- Calculate Indicator
- Data File Drop Down Box
- Tool Bar

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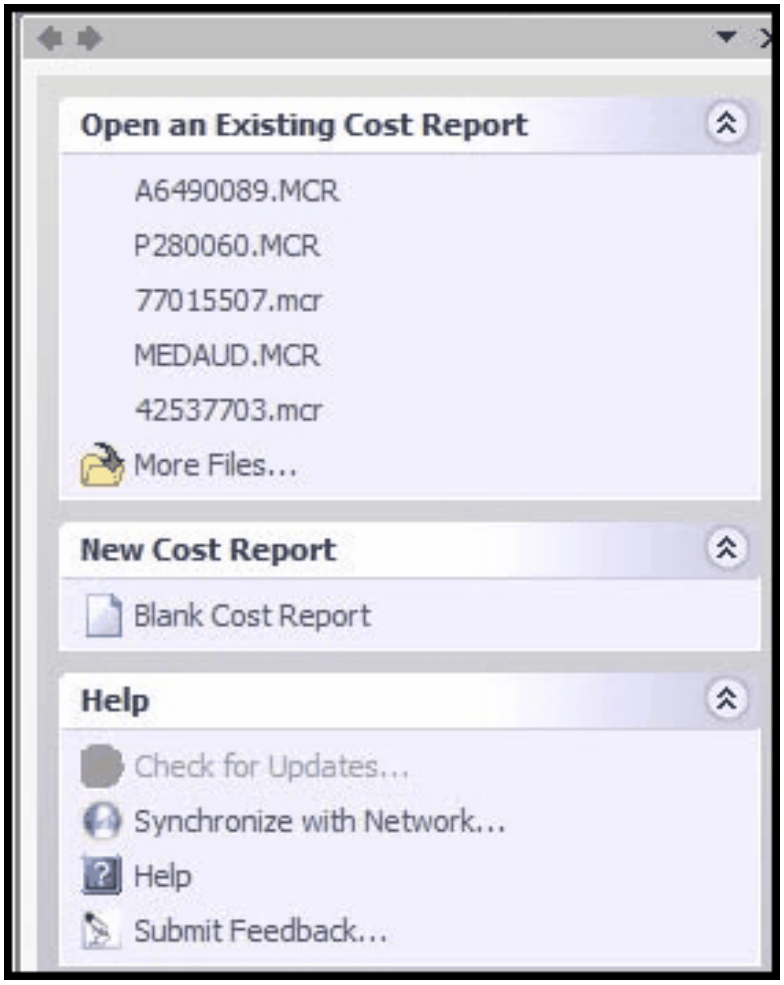
3.1 Task Pane

The **Task Pane** is located on the right-hand side of the screen.



The **Task Pane** provides easy-access to information and common tasks, such as opening or creating files, reviewing edits, and checking for and downloading software updates from the HFS website. By default, the Task Pane is displayed each time you start the software. However, you can close the **Task Pane** by clicking the ***Close* (X)** button in the upper right corner. If you don't want the Task Pane to show each time you start the program, remove the check mark from the **Show on Start Up** *check* box in the bottom left hand corner. The following options are available in the Task Pane:

- Opening an Existing Cost Report File
- Open a New Cost Report
- Import an ECR file

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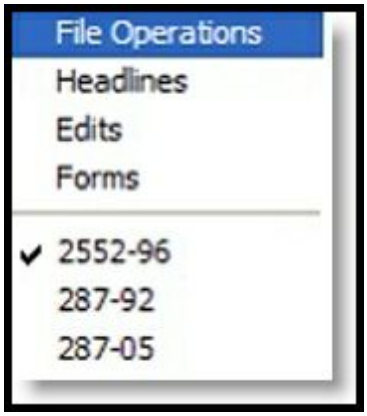
- Check for Updates
- HFS Cost Report Help
- Submit Feedback

If you click the **Down Arrow** (?) (located to the left of the **Close (X)** button) the menu options shown below will be displayed.



Click **File Operations** to return to the initial **Task Pane** screen. You can set up links or references to certain websites that may help you with your cost-report preparation.

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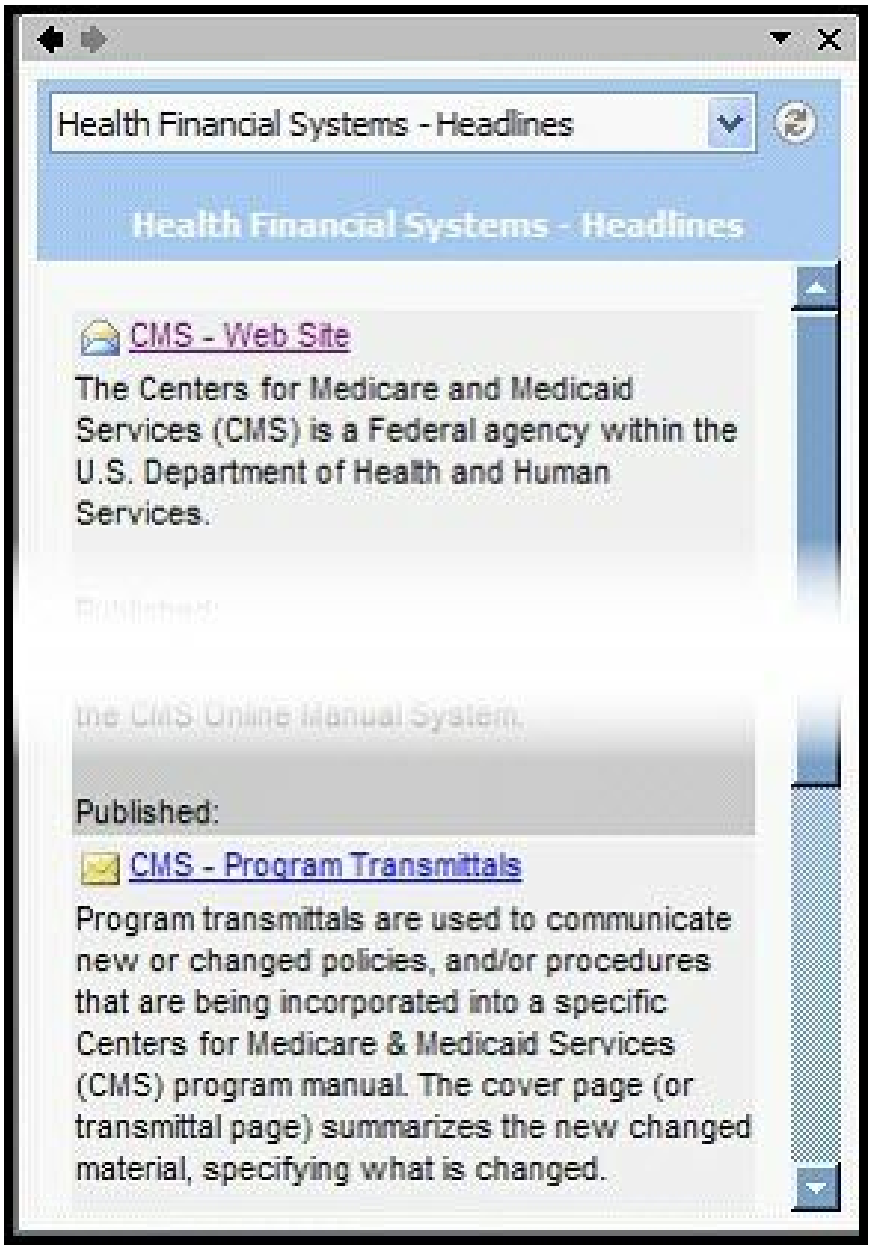
Health Financial Systems - Headlines
Health Financial Systems - Headlines
CMS - Web Site
The Centers for Medicare and Medicaid Services (CMS) is a Federal agency within the U.S. Department of Health and Human Services.
Published:
CMS - Program Transmittals
Program transmittals are used to communicate new or changed policies, and/or procedures that are being incorporated into a specific Centers for Medicare & Medicaid Services (CMS) program manual. The cover page (or transmittal page) summarizes the new changed material, specifying what is changed.

Click **Headlines** to display links to web addresses. Click on the hyperlinks to open the corresponding websites in an internet browser window. The **Edits** and **Forms** options are only available when you are in a cost report. The **Edits** pane shows the edits from the most recent calculate.

Click any of the form sets available (such as 2552-96, 287-05, and so on) to open the specific **Task Pane** view for the selected cost report form set.

See also: Task Pane Options

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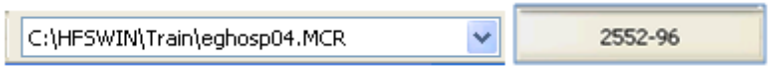
3.2 File Information

After you open a cost report, the screen will display information about the data file you opened.

The top left of the screen will show you the provider number and name.

The top right of the screen will show you the fiscal period for this report.



The directory path and filename of the open cost report is displayed on the lower right border of the screen, as is the CMS form number for the type of cost report you are working on.

3.3 Calculate Indicator

In the top right of the screen is a calculate indicator.

Any data entry or edits on a cost report form will be interpreted by the program as a change to your cost report file and the **Calculate** box will show “Not Calculated” The button will turn to “Calculated” after you calculate the cost report. Click the **Calculate** button or, on the **Tools** menu select **Calculate**. Clicking on the **Calculate** box will not calculate your cost report.

3.4 Data File List Box

The Data File list is box located on the lower right edge of your screen, to the immediate left of the text box that displays the CMS form set number.

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The Data File list box displays the path and filename of the open cost report data file. If you have more than one file open, you can click on the down arrow and select another open cost report. You can have two cost reports open at the same time. The Data File list box will display the name of the cost report file that presently has the "focus." For example, if two cost reports are open, and one form is open in each cost report, and both forms are displayed by splitting the screen horizontally, the Data File list box will display the name of the cost report file that corresponds to the form that the cursor is active within.

3.5 Tool Bar

By default, the system displays the following buttons on the **Tool Bar**.

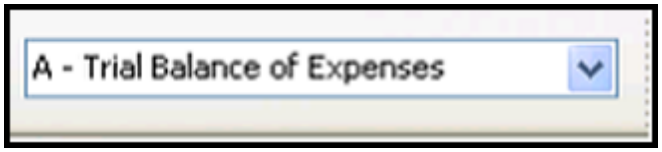
To customize the **Tool Bar**, open the **Options** menu, click **Preferences** and select **Set Up Tool Bar**.

Note: Some buttons are not active unless a cost report file is open.

Starting from the left hand side of the **Tool Bar** and working to the right, the following are the default items on the **Tool Bar**.

Worksheet List Box

You can enter the name of a worksheet (A, A-6, B-1, etc.) in this box. After you type the name of the worksheet and press ENTER, the worksheet will open on your screen. If you enter an invalid worksheet name, the system will open the **Open Forms** dialog box and highlight the name of the worksheet in the list that is most similar to worksheet name you typed. Select a worksheet from the list to open the worksheet.



This box remembers all the forms that you opened during the current session. If you close a form you can re-open it by clicking the down arrow and selecting it from the list.

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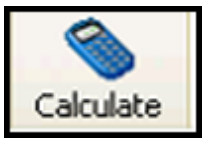
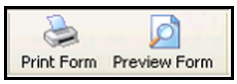
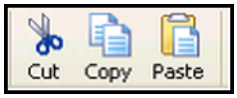
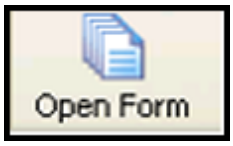
	New, Open, Close Click to create a new file, open an existing file or close the current file. HFS saves data as you enter it so when you close a cost report all data is saved. There isn't a separate "Save" command.
	**Calculate** Click the **Calculate** button to calculate the cost report. After the report is calculated, all edits will be displayed in the **Calculation Edits** dialog box and all calculated changes will be reflected throughout the cost report.
	**Print Form, Preview Form** Click these buttons to quickly **Print** or **Print Preview** the active worksheet. The active worksheet is the worksheet visible on your screen. When you click these buttons, the form is instantly printed or previewed. The usual preliminary option dialog boxes are skipped.
	**Cut, Copy, Paste** These buttons perform the **Cut**, **Copy**, and **Paste** commands. Use them to manipulate data within in worksheet or between worksheets and applications.
	**Open Form** Click to open the **Open Forms** dialog box.
	Add Lines, Delete Lines Click these buttons to add or delete lines. When you click either button the **Cost Center and Statistics Setup** dialog box will open, enabling you to add and delete lines. You can only add and delete lines to/from certain worksheets.

See also: Toolbar Options

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The Main Menu

In the upper left region of the cost report user interface screen you will see a standard Windows menu bar, with various drop-down menu commands.

See also:

File Menu
Edit Menu
Forms Menu
Options Menu
Tools Menu
View Menu
Window Menu
Help Menu

4.1 The File Menu

The File menu contains various commands:

New
Open
Recent Files
Save As
Close
Close All
Backup
Batch
Print
Import
Export
Exit

Each of these commands are discussed in the topics that follow this section.

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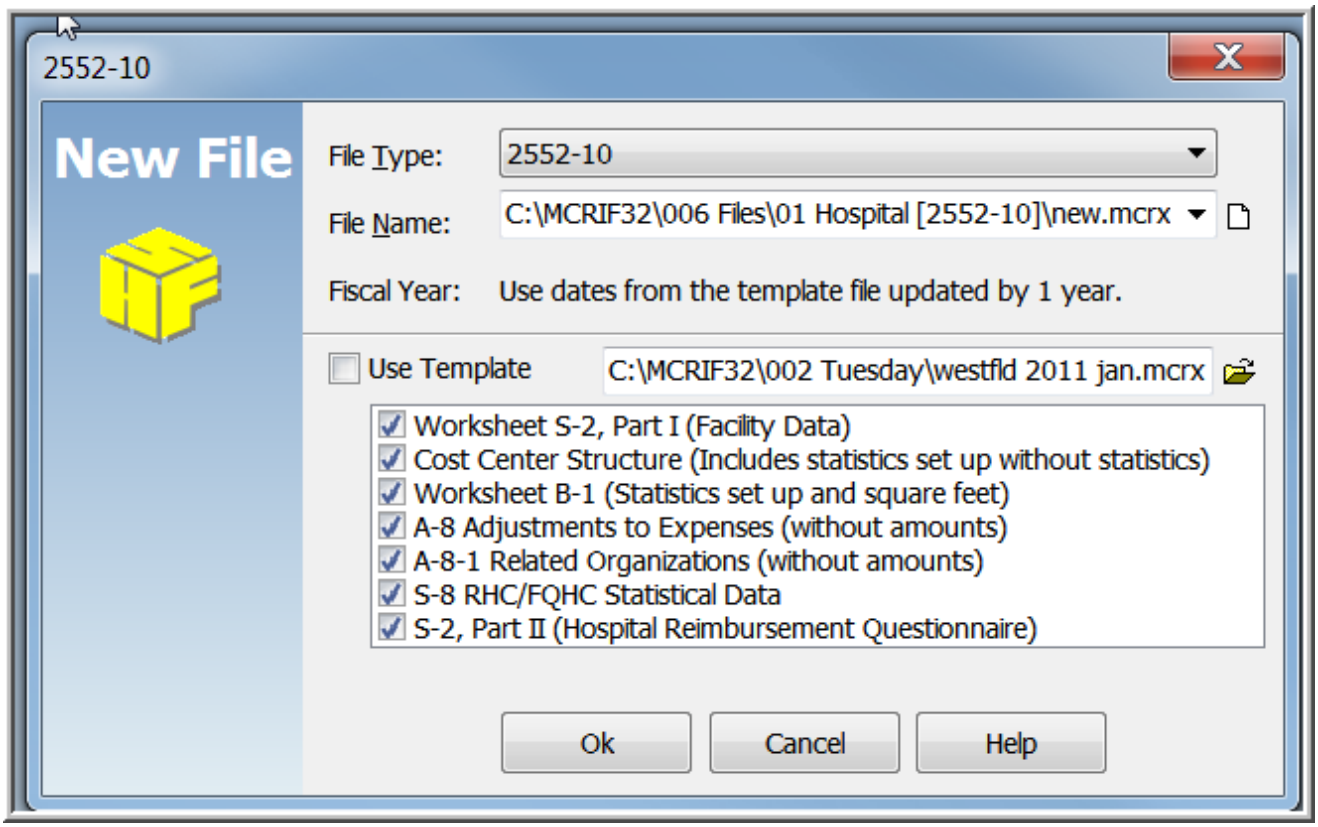
4.1.1 New File

Click **New** to open the **New File** dialog box. This is where you enter the details to create a new cost report file. The process is exactly the same as previously described when creating a new file from the **Task Pane.**



1. In the **File Type** list box, select the type of cost report file you want to create.

2. In the **File Name** text box, enter a filename for the new cost report. Do not accept the default name, which is "New", or "New01", etc... Give your file a meaningful name that will enable you to identify the contents of the file.

3. Click the **Use Template** check box is you want to use a template file to populate your cost report with data as it is created.

4. If you selected the **Use Template** option, click the **Open Folder** or **Browse** button and find the file you want to use as the template, and select it.

5. When finished entering information in the dialog box, click **OK** to create and open your new cost report file.

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When the file creation process is finished, your screen will sort of go "blank." However, if you look closely, you will notice significant changes occurred in the main User Interface window after you created the new file. There will be screen elements that display information about your new cost report file.

- The filename will appear in the lower right edge of the window.
- The cost report period beginning and ending dates are visible (if present in the template file) in the upper right portion of the screen.
- The provider name is visible beneath the menu bar (if present in the template file).
- The provider number is visible beneath the menu bar (if present in the template file), and
- Some of the Toolbar buttons will be enabled because your cost report is open.

Before any files are opened, the toolbar has limited functionality. It looks like the example below.

When a cost report file is open, the tool bar changes and looks like this:

If you open worksheets the other buttons on the toolbar will be enabled. The Add Lines and Delete Lines buttons are enabled only when you open a worksheet that you can modify by adding and deleting lines.

***See also*:** Opening a New Cost Report

4.1.2 Open File

Click **Open** to open an existing cost report. The process is exactly the same as previously described when opening an existing cost report from the Task Pane.

Note: You can open more than one file at a time. If you have multiple files open, you can toggle between each one by clicking on the down arrow (?) in the bottom-right corner of the screen.

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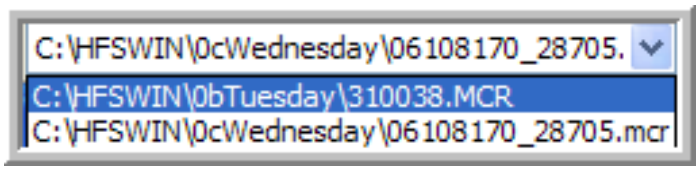
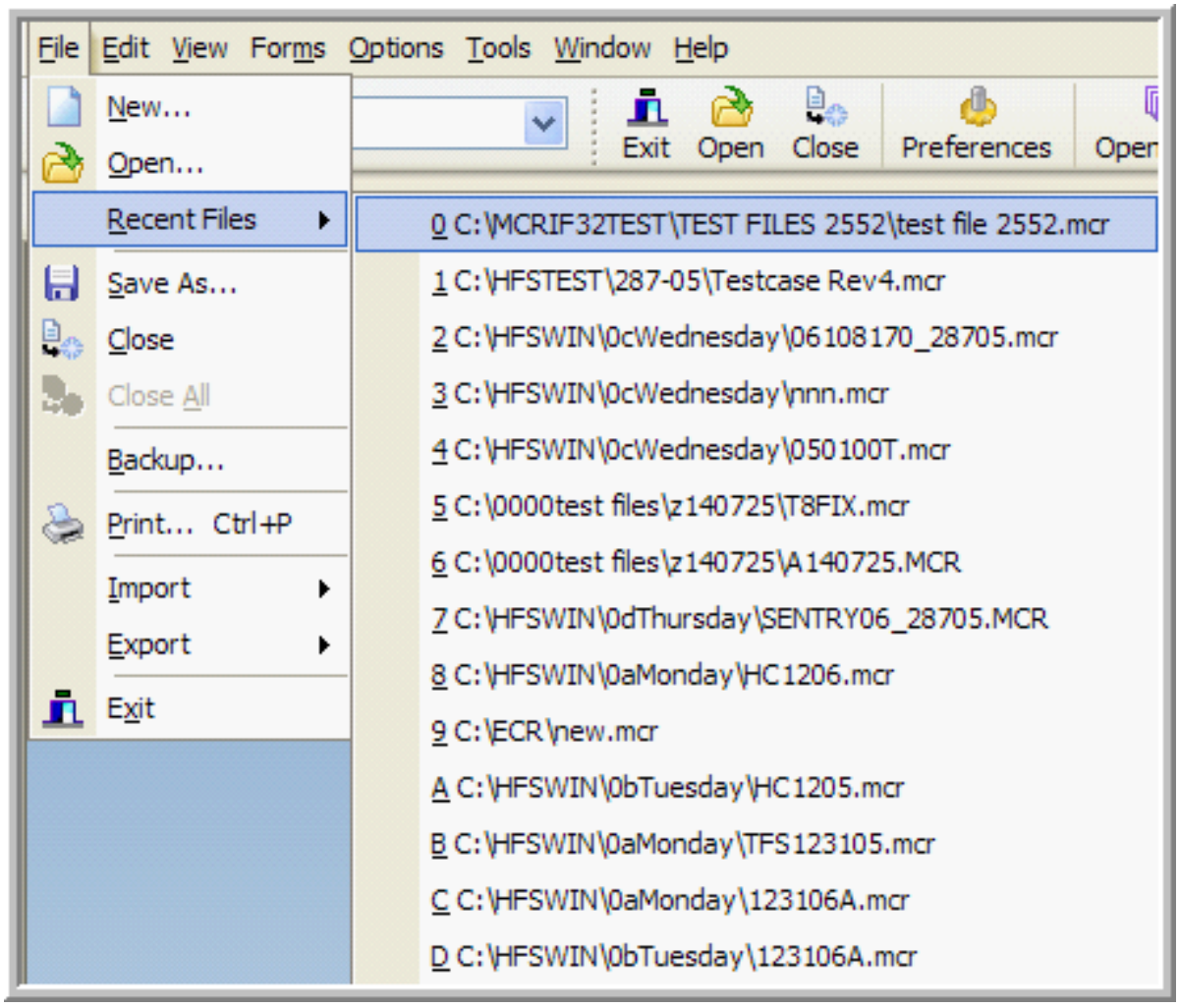


See also: Recent Files

4.1.3 Recent Files

Click **Recent Files** to display up to 35 previously opened files. Clicking on any file displayed will automatically open that file.



Note: You can choose how many recent files to display in the **Preferences** screen.

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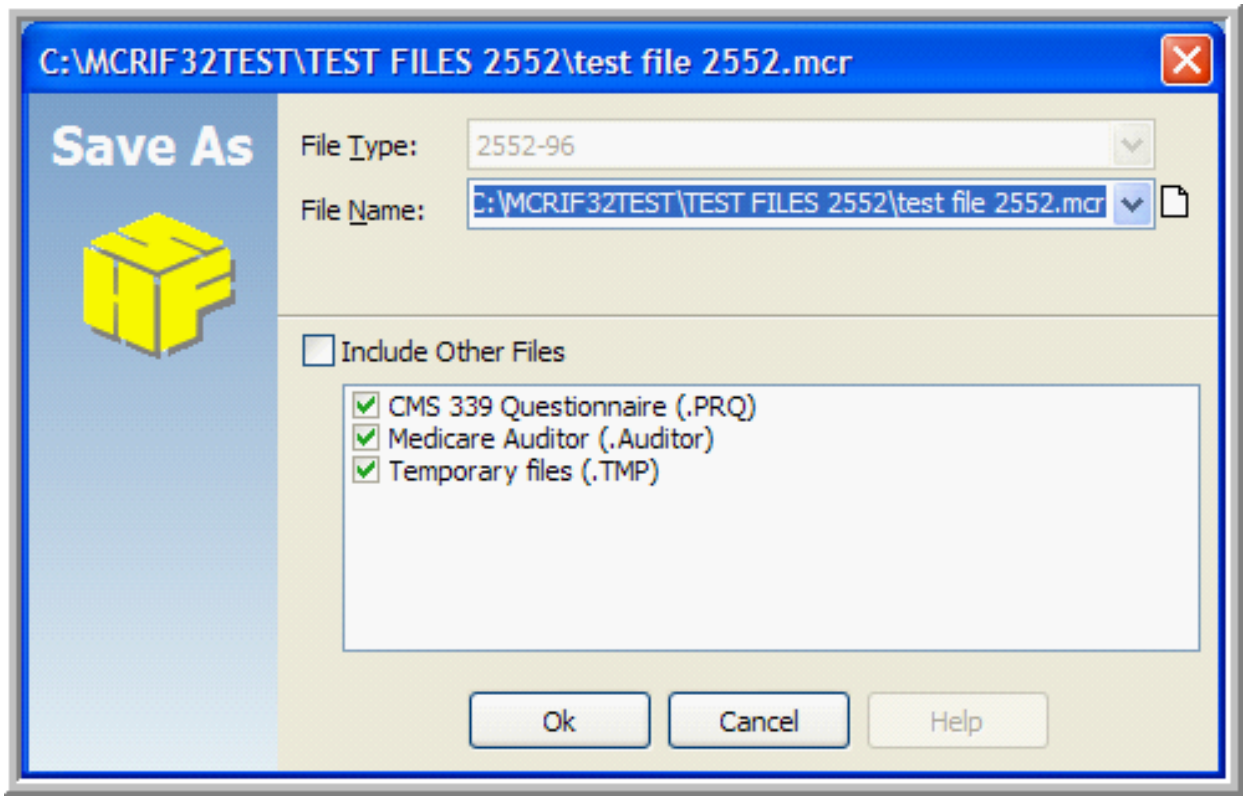
4.1.4 Save As

Click the **Save As** command to save the open cost report file to a new location or to the same location but with a different filename. In addition, you can choose to save all or some of the files that are associated with the cost report file.



Note: When you close a worksheet or close your cost report, all data is automatically saved.

4.1.5 Close & Close All

Select the **Close** command save and close the cost report that is currently active on the screen. If more than one cost report is open, select the **Close All** command, and all the files will be closed.

Note: Any information entered in the cost report file is automatically saved when you close the file.

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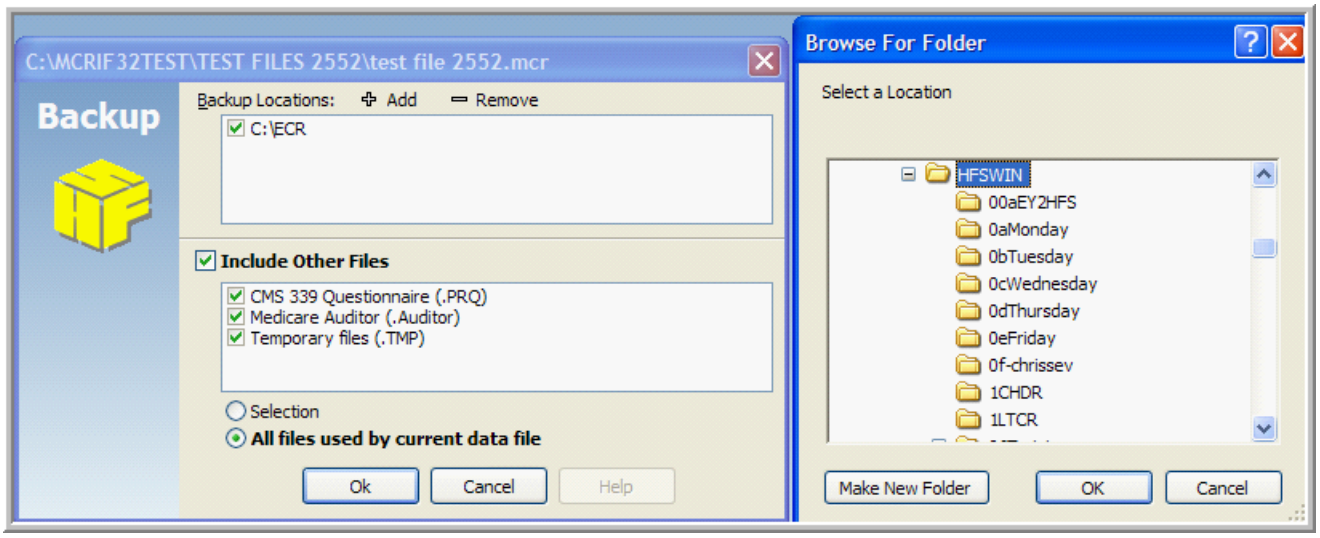
4.1.6 Backup

Select **Backup** to open the **Backup Locations** dialog box. Click the **Add** button to add backup locations. Click the **Include Other Files** check box to include associated files in the back up. Click the check boxes to include or exclude the various associated files.



The backup location you specify is the destination or output folder for the backed up files. The source directory cannot be modified. The source directory is the folder in which the currently open cost report is stored. You can specify multiple output directories.

4.1.7 Batch

The Batch feature includes several utilities that process multiple files:

Batch Print

Batch Import

Batch Export

Batch Data Extractor

Batch AAI

The Batch Print feature is discussed in the section that follows this topic. Batch Import, Batch Data Extractor and Batch AAI are each covered in their own topic sections in the chapters that follow. Batch Export is a feature used by FI/MACs to export HCRIS files in a batch process. The HCRIS batch topic is not discussed in this manual.

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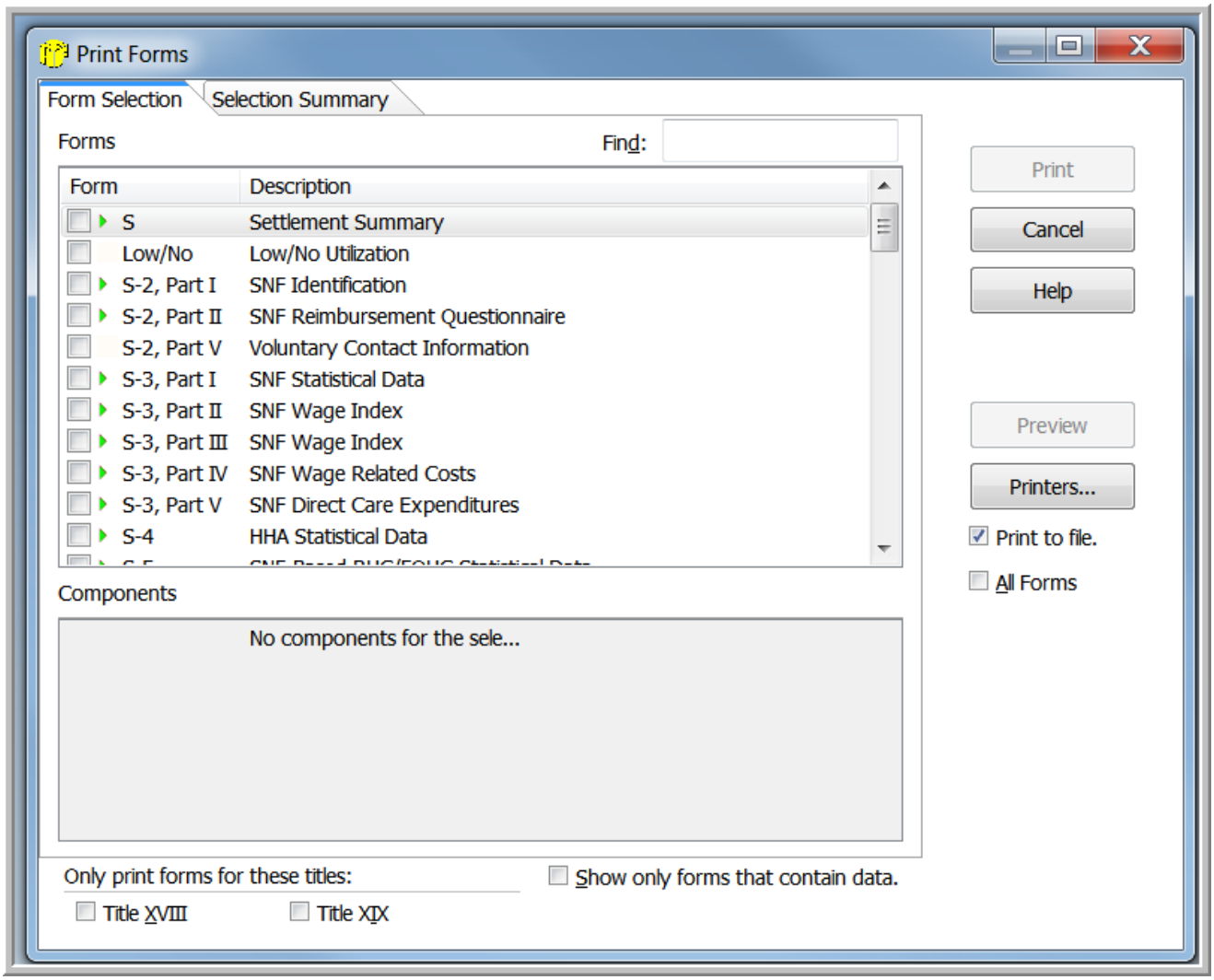
4.1.8 Print

Refer to the Printing the Report section in chapter 4 of this manual.



4.1.8.1 Batch Print

The Batch Print feature allows you to print selected worksheets and reports from multiple cost report files. From the **File** menu, select **Batch**, and then click **Batch Print**. You will be prompted to select the type of cost reports you want to print.

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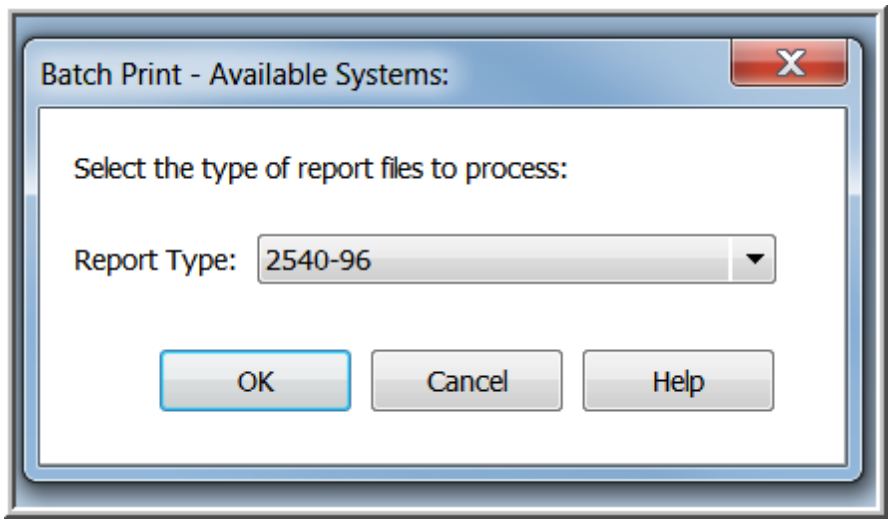
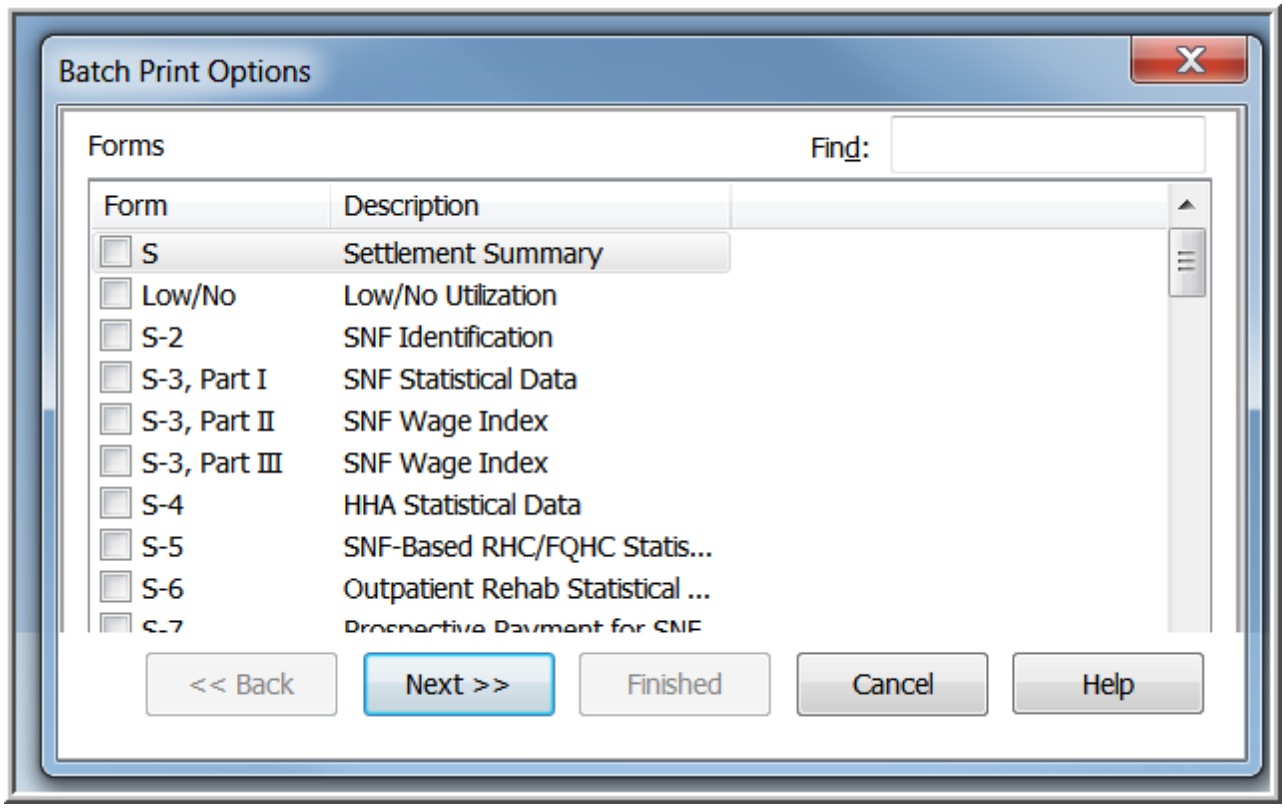


Select the type of cost reports from the **Report Type** list, then click **OK**.



In the Batch Print Options dialog box click to select the worksheets and reports you want to print, or select the option to **Select All Forms**. After you make your selections, click **Next.**

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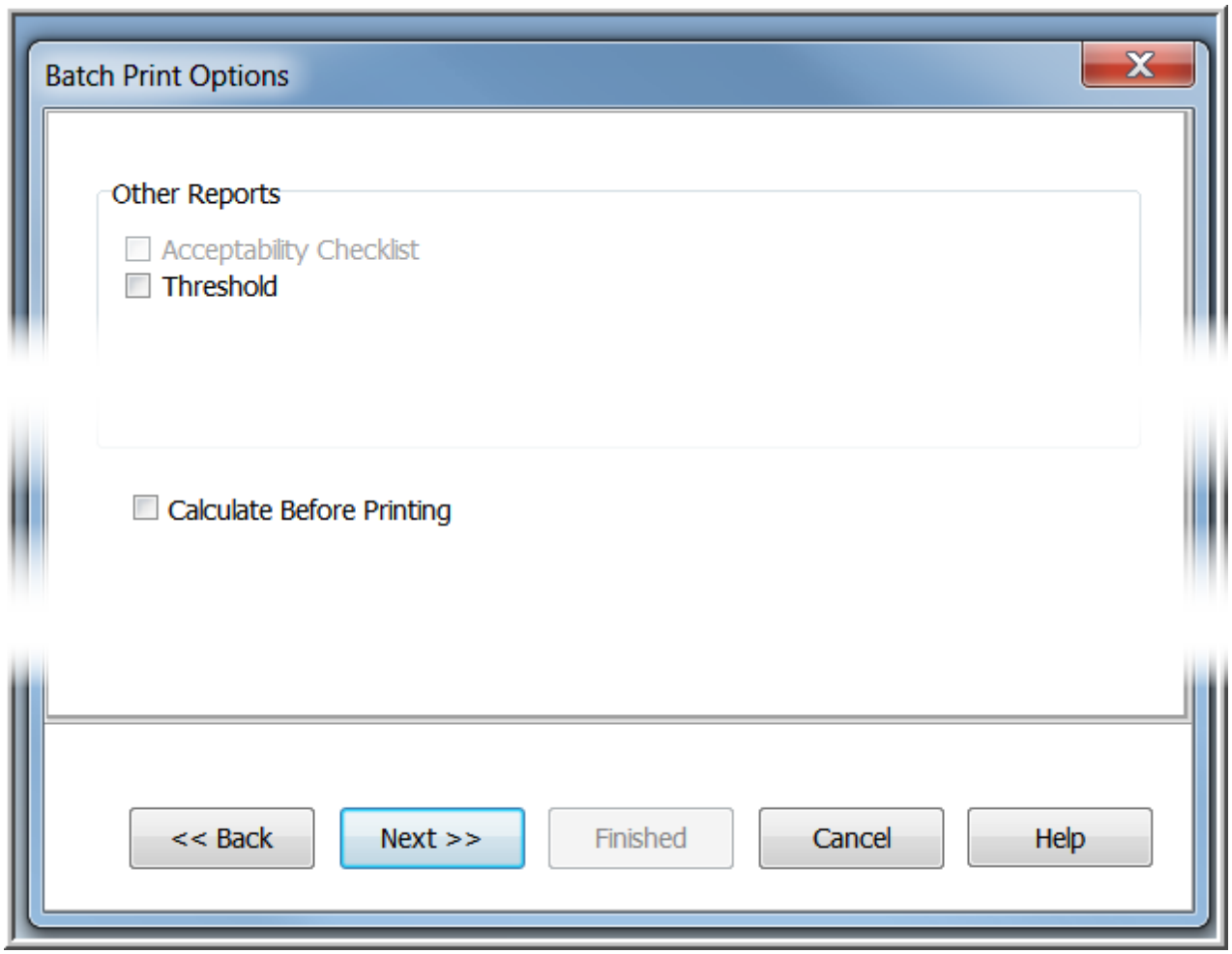

Click to select which reports to print and if you want to calculate the reports before you print from them. When finished, click **Next.**

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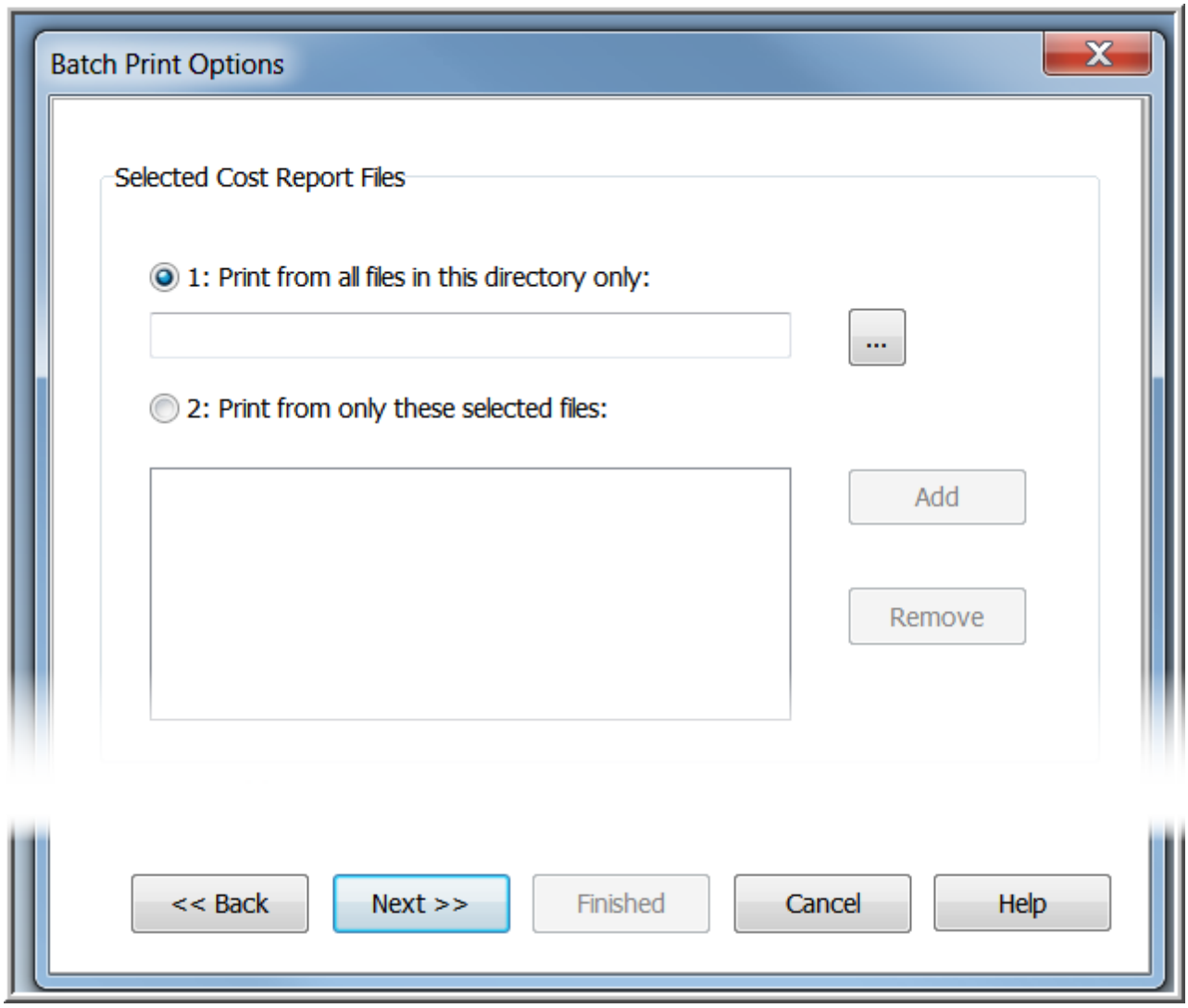

You can either specify certain files to print from or choose folders containing reports to print from. If you identify particular files to print, you can add and remove files from the list by clicking **Add** and **Remove**. Click **Next** when you're finished identifying the files or folders to print from.

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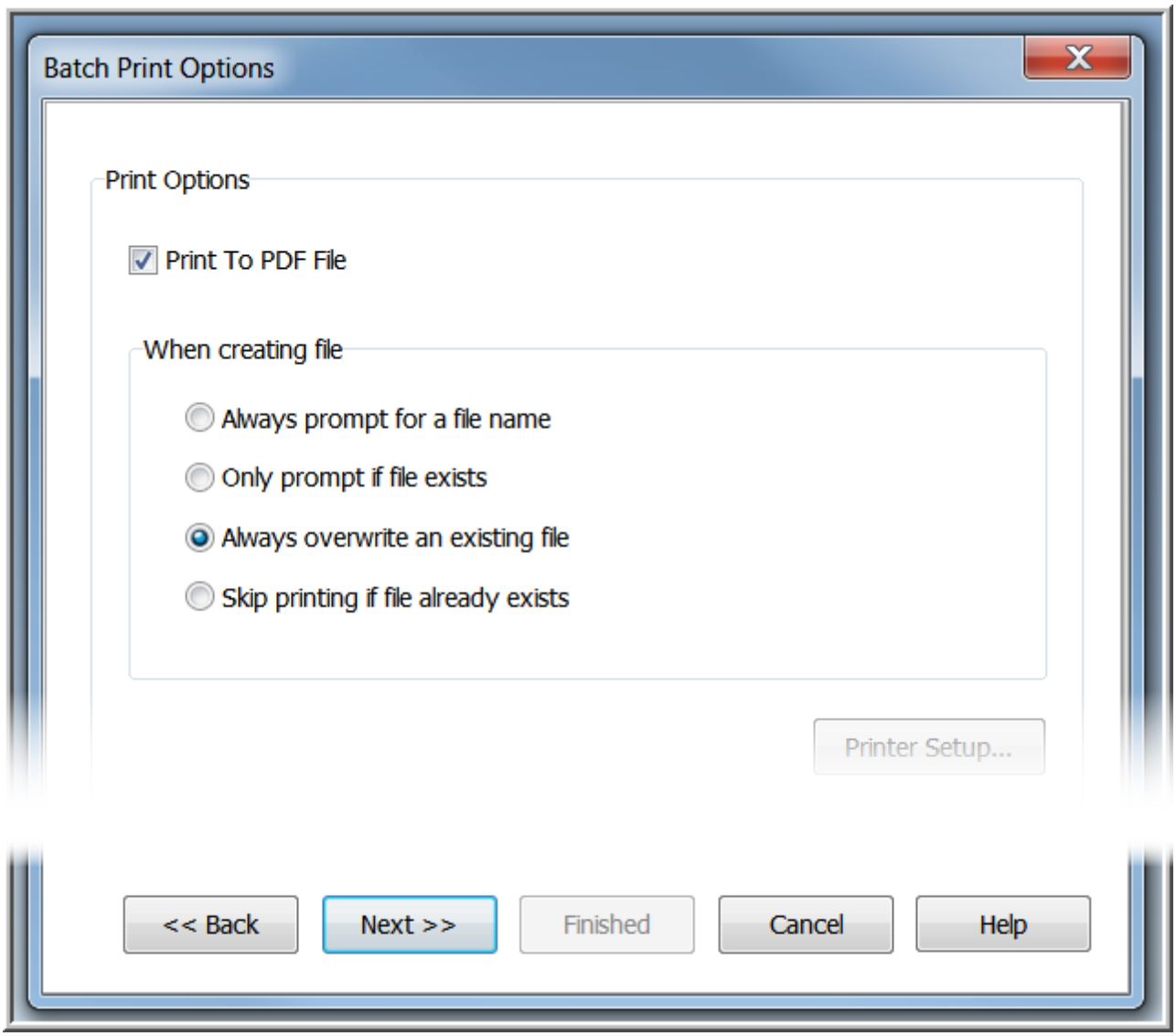

Next, you may select the option to print to PDF file, and if you do, when the file is created, you can choose to:

- Always prompt for a file name
- Only prompt if file exists
- Always overwrite an existing file
- Skip printing if the file already exists.

Click the **Printer Setup** button to configure your printer. Click **Next** to proceed. If you chose the PDF option, you will be prompted to enter the destination folder. Click **Finish** to print the batch of worksheets and reports.

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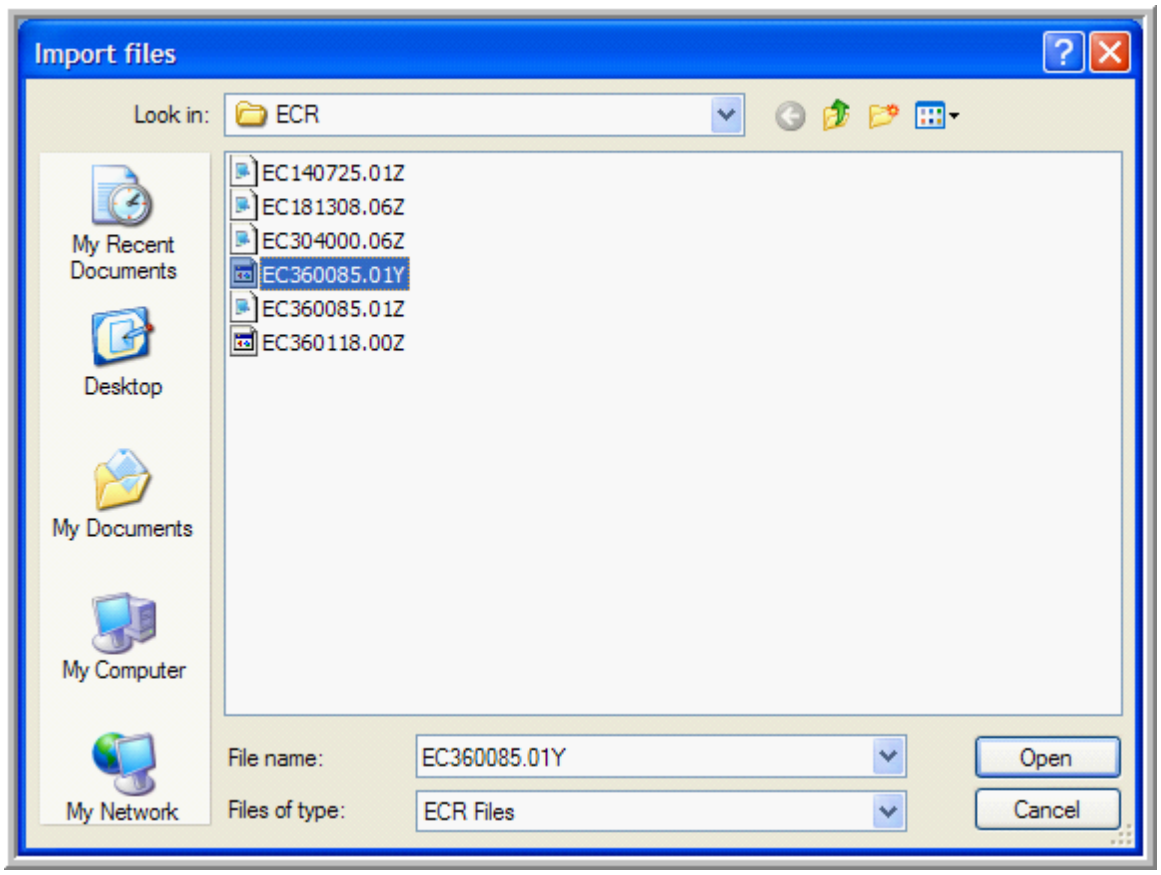
4.1.9 Import ECR Files

This option will import an electronic cost report file. You can also import by going to the **File** menu and selecting **Import**. The import files dialog box allows you to select the electronic cost report file you want to import. Change the **Files of Type** box to show the type of ECR file you want to import. When you import an ECR file the software creates an .mcr or .mcrx file that is an exact duplicate of the cost report file from which the ECR file was originally exported.



After you click on the **Open** button, the ECR file will be imported, and cost report file will be created. The new cost report file will be calculated as part of the import procedure. You will see the **Import Completed** dialog box depicted below when the process is finished.

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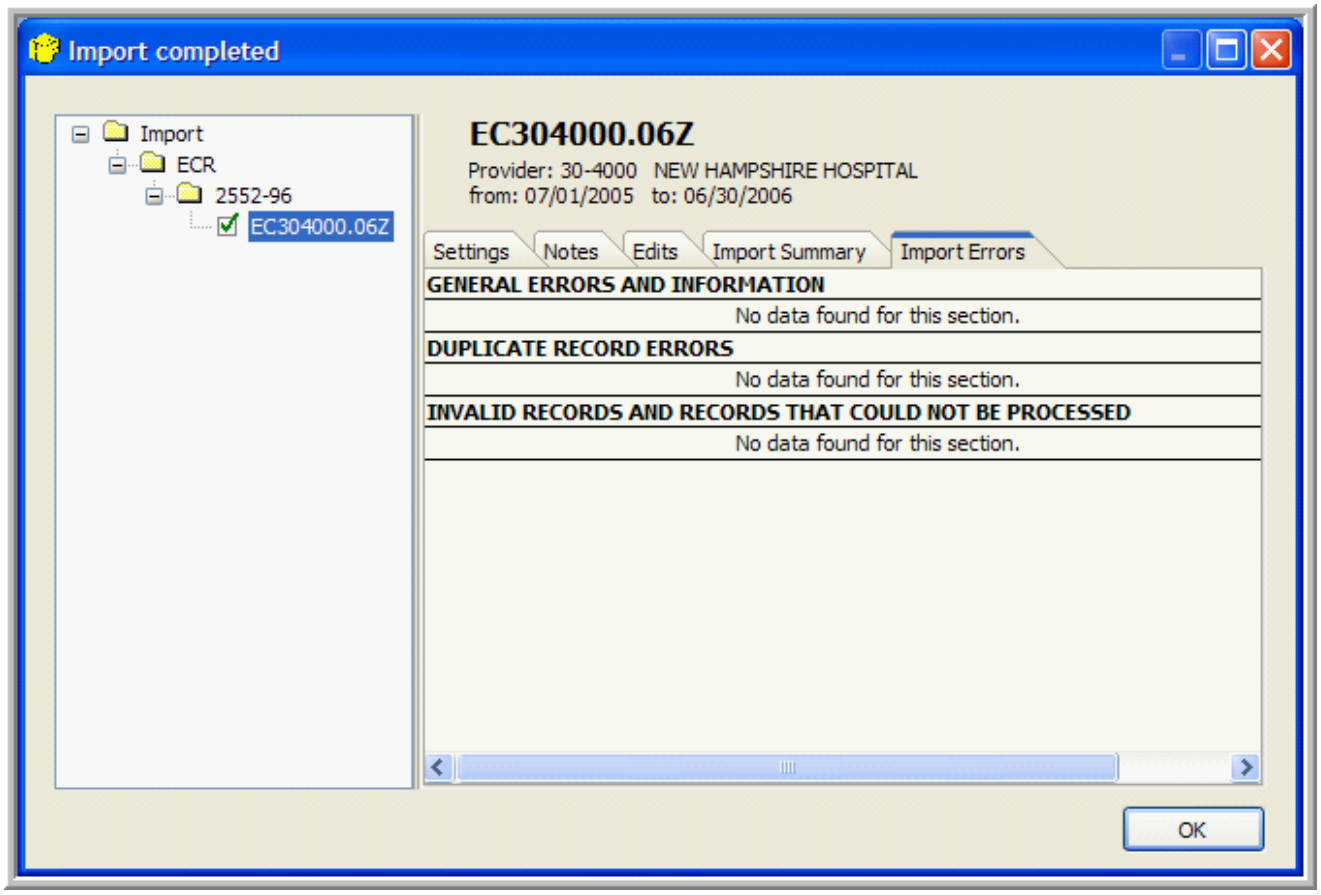
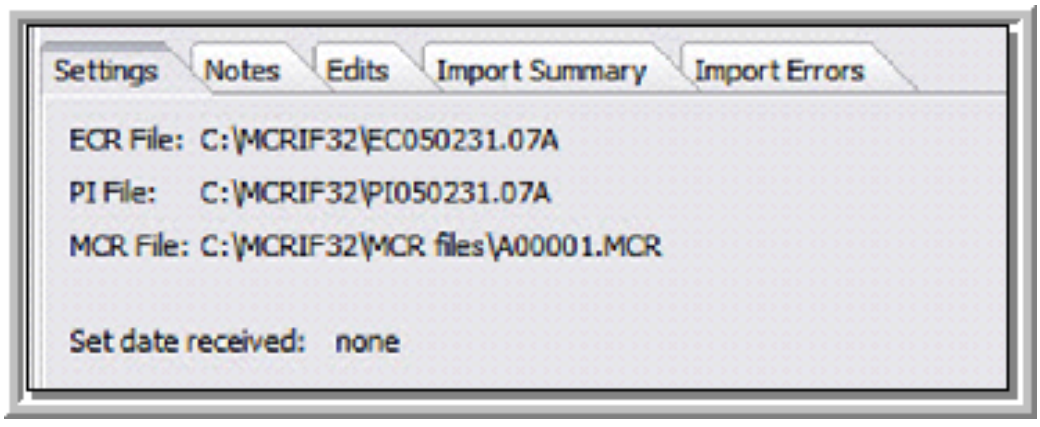


The dialog box displays information regarding the results of the ECR import and cost report file creation. There are five tabs in the dialog box. Each tab will display different information regarding the ECR import. The above example depicts the information shown when you click on the **Import Errors** tab. In the example below, the **Settings** tab is selected.



The **Settings** tab displays the name of the ECR file, name of the PI file and the name of the cost report file.

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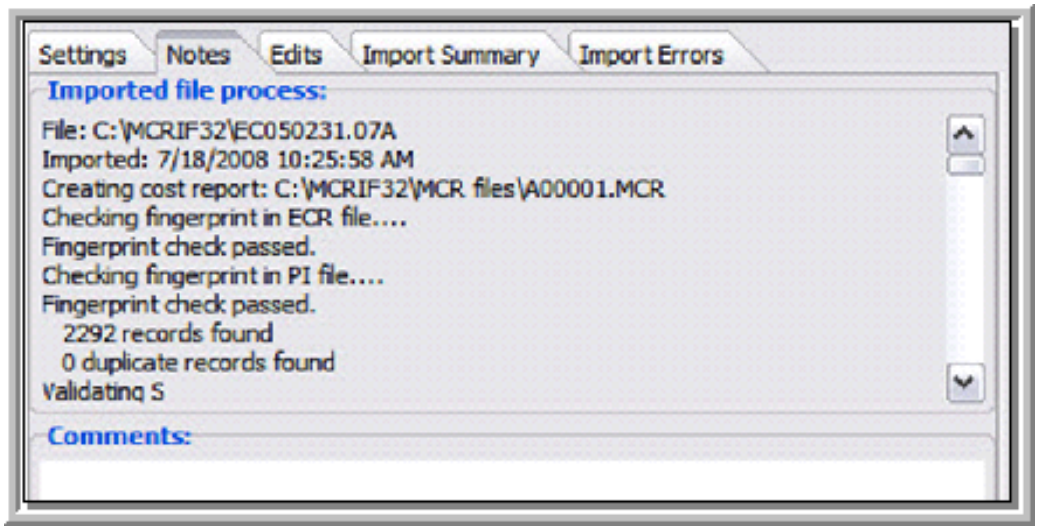
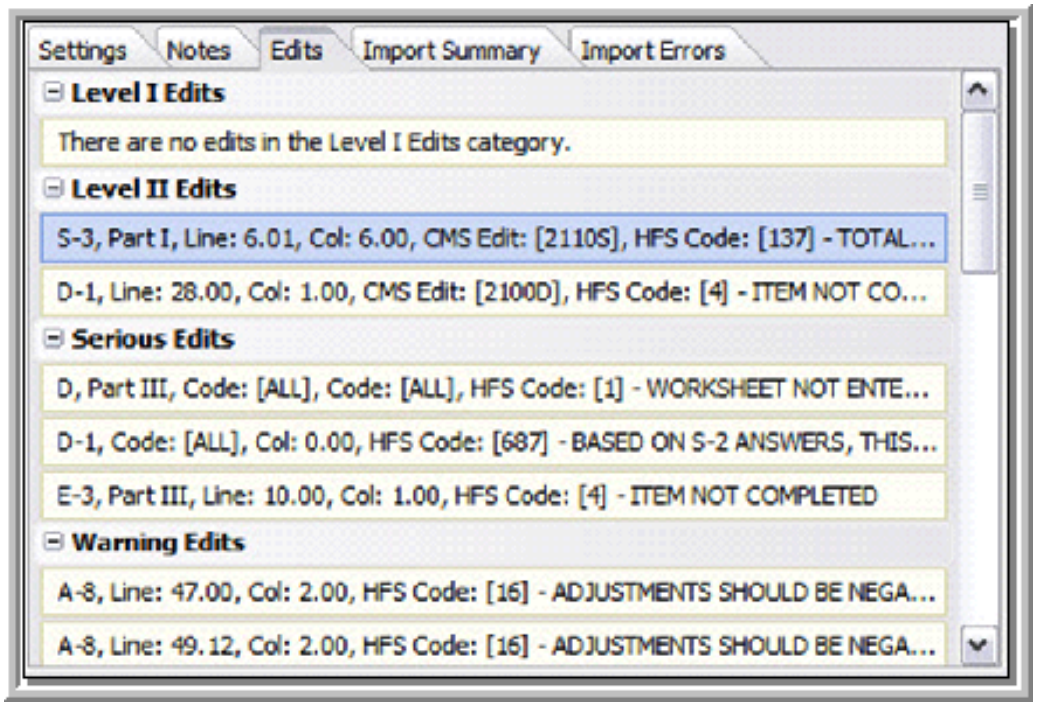
The **Notes** tab (shown below) shows the name of the imported file, the name of the new cost report created by the import process, the results of the encryption code verification, the number of ECR records imported, any errors encountered during import and the results of the first calculate performed on the new file.




Settings
Notes
Edits
Import Summary
Import Errors
Level I Edits
There are no edits in the Level I Edits category.
Level II Edits
S-3, Part I, Line: 6.01, Col: 6.00, CMS Edit: [2110S], HFS Code: [137] - TOTAL...
D-1, Line: 28.00, Col: 1.00, CMS Edit: [2100D], HFS Code: [4] - ITEM NOT CO...
Serious Edits
D, Part III, Code: [ALL], Code: [ALL], HFS Code: [1] - WORKSHEET NOT ENTE...
D-1, Code: [ALL], Col: 0.00, HFS Code: [687] - BASED ON S-2 ANSWERS, THIS...
E-3, Part III, Line: 10.00, Col: 1.00, HFS Code: [4] - ITEM NOT COMPLETED
Warning Edits
A-8, Line: 47.00, Col: 2.00, HFS Code: [16] - ADJUSTMENTS SHOULD BE NEGA...
A-8, Line: 49.12, Col: 2.00, HFS Code: [16] - ADJUSTMENTS SHOULD BE NEGA...

The **Edits** tab (above) displays detailed information derived from the first calculate performed on the new cost report file. The information displayed is the same as the information displayed when a cost report is calculated.

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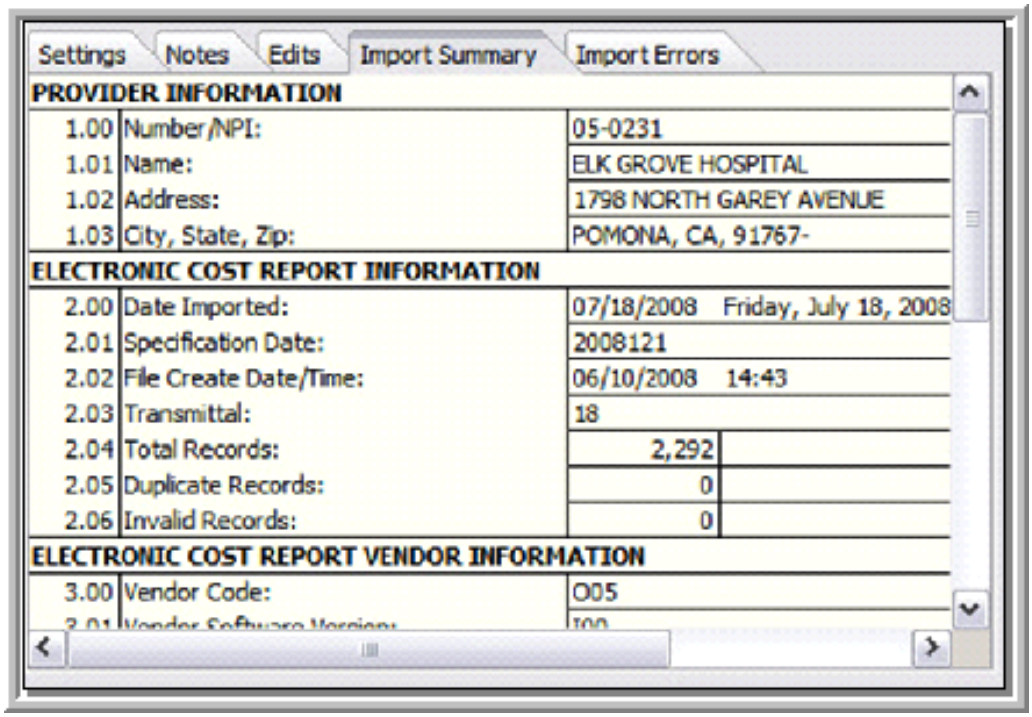
The **Import Summary** tab (below) displays additional detailed information about the data imported from the EC file, the provider identified in the EC file, the software vendor and other relevant information.



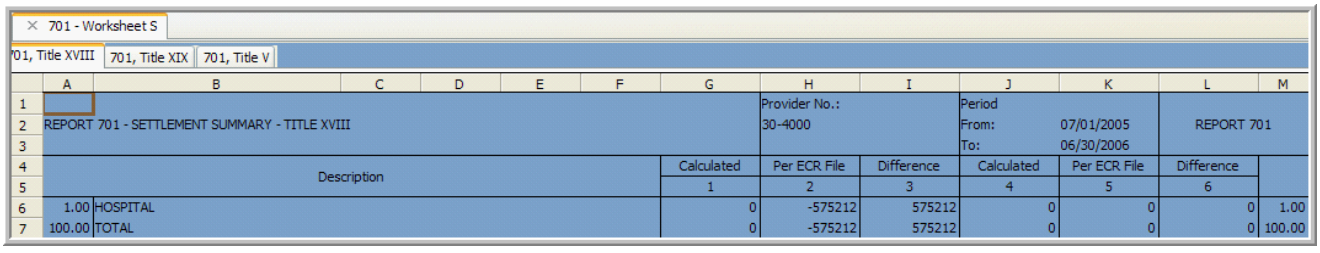
See also:

Batch Import ECR Files

700 Series Reports

4.1.9.1 700 Series Reports

A series of worksheets (called the 700 series) are created during the ECR import process. You can locate these by clicking on **Forms** and **Open** and then scrolling to the bottom of the list of worksheets. The 700 series of worksheets shows pertinent data from the ECR file, compares it to the same data in the newly created cost report file and then displays any differences. Below are examples of the 701 and 702 worksheets that relate to Worksheets S and S-3.



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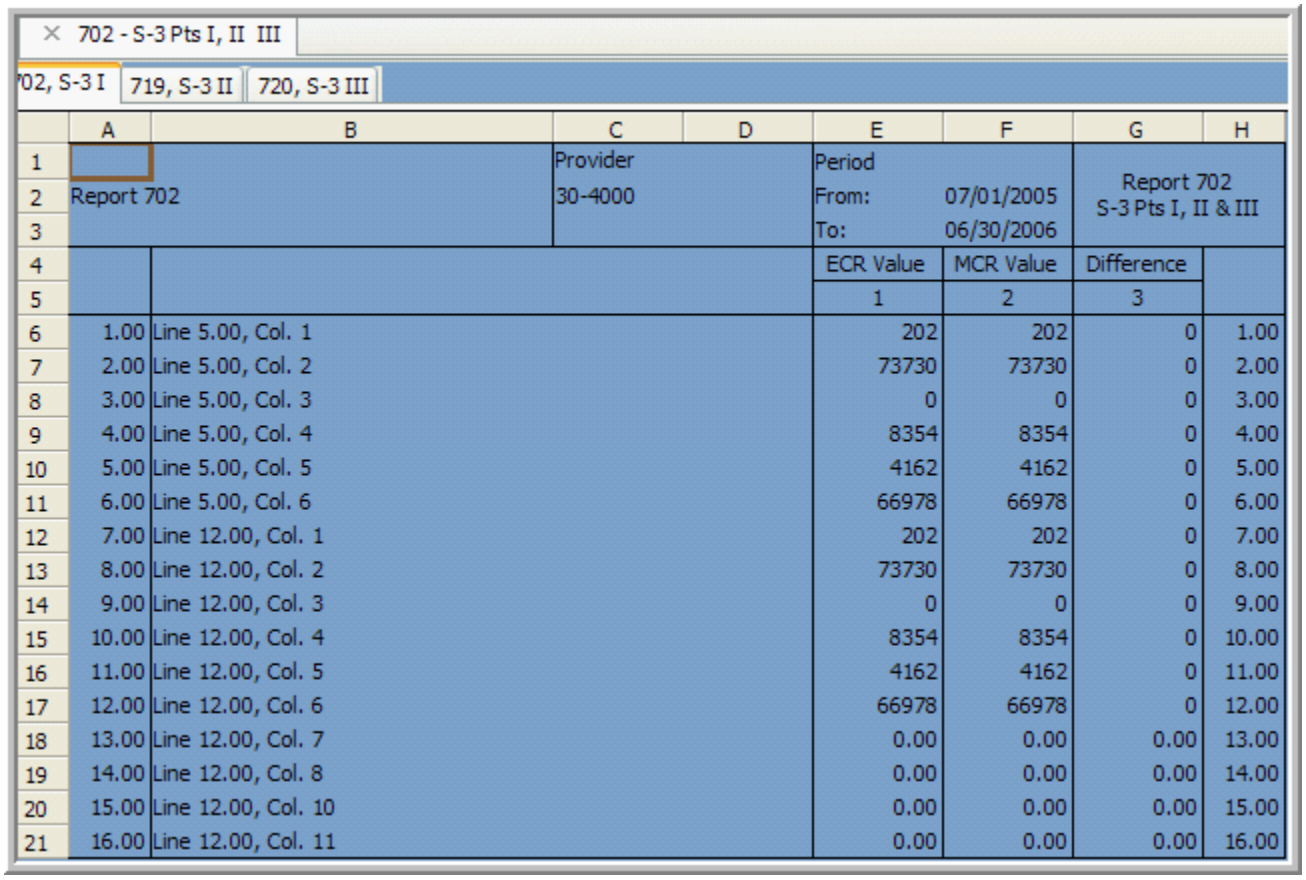

702 - S-3 Pts I, II III

702, S-3 I | 719, S-3 II | 720, S-3 III

	A	B	C	D	E	F	G	H
1			Provider		Period			
2	Report 702		30-4000		From:	07/01/2005	Report 702 S-3 Pts I, II & III	
3					To:	06/30/2006		
4					ECR Value	MCR Value	Difference	
5					1	2	3	
6	1.00	Line 5.00, Col. 1			202	202	0	1.00
7	2.00	Line 5.00, Col. 2			73730	73730	0	2.00
8	3.00	Line 5.00, Col. 3			0	0	0	3.00
9	4.00	Line 5.00, Col. 4			8354	8354	0	4.00
10	5.00	Line 5.00, Col. 5			4162	4162	0	5.00
11	6.00	Line 5.00, Col. 6			66978	66978	0	6.00
12	7.00	Line 12.00, Col. 1			202	202	0	7.00
13	8.00	Line 12.00, Col. 2			73730	73730	0	8.00
14	9.00	Line 12.00, Col. 3			0	0	0	9.00
15	10.00	Line 12.00, Col. 4			8354	8354	0	10.00
16	11.00	Line 12.00, Col. 5			4162	4162	0	11.00
17	12.00	Line 12.00, Col. 6			66978	66978	0	12.00
18	13.00	Line 12.00, Col. 7			0.00	0.00	0.00	13.00
19	14.00	Line 12.00, Col. 8			0.00	0.00	0.00	14.00
20	15.00	Line 12.00, Col. 10			0.00	0.00	0.00	15.00
21	16.00	Line 12.00, Col. 11			0.00	0.00	0.00	16.00

The example below contains a list of all 700 series reports generated during the ECR import process. (Yellow highlighting added for emphasis.) Please note that with the 2552-10 system, we combined the 700 series into one report - 700 Report.

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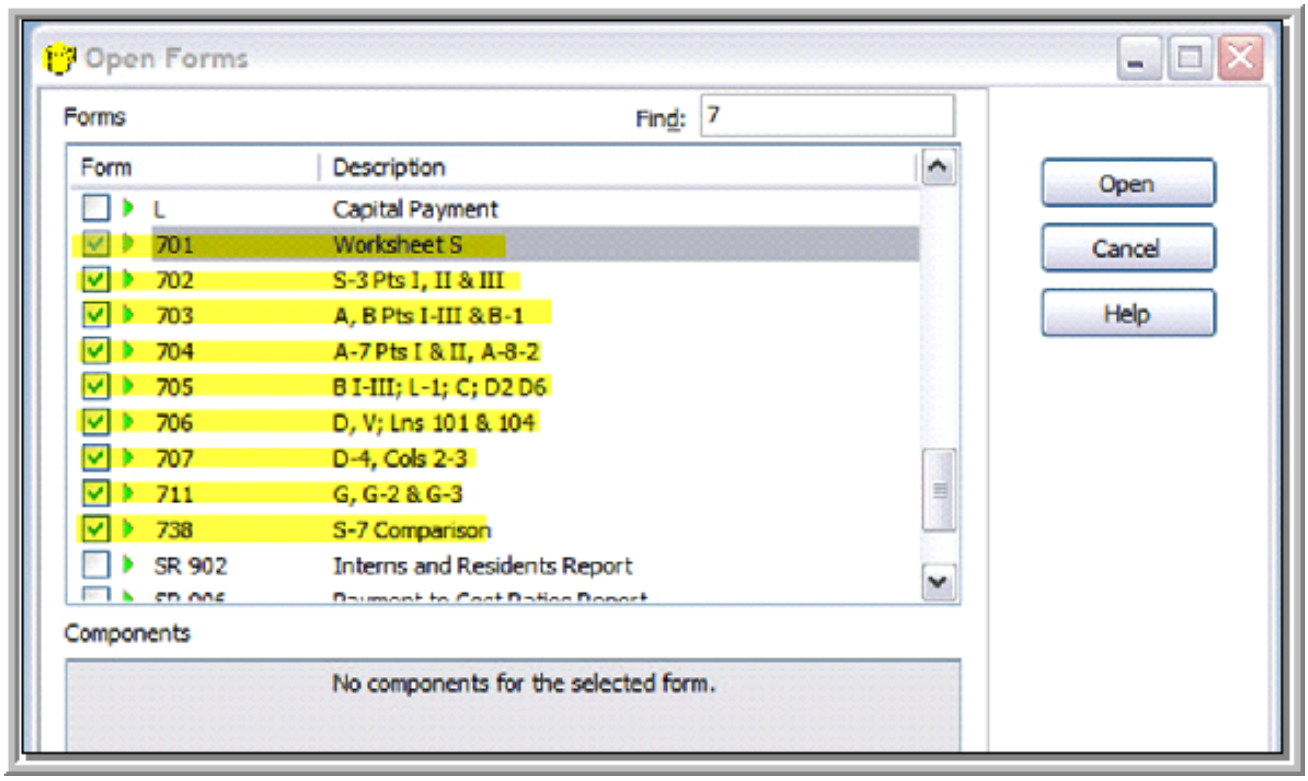

4.1.9.2 Import Batch ECR

In addition to being able to import individual ECR files, importing from the **File** menu gives you the ability to import multiple ECR files at once.

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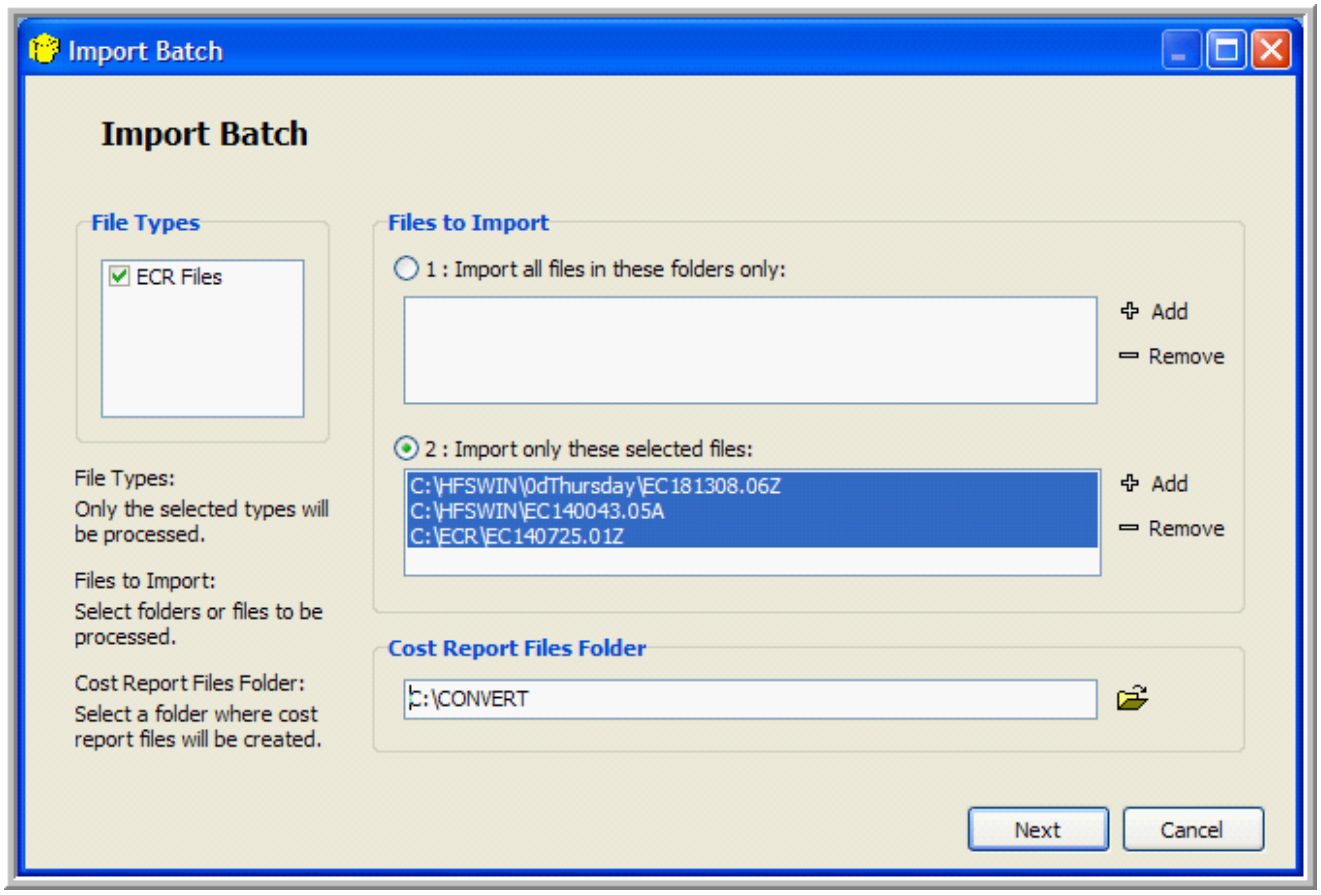

The Import Batch dialog box provides the following options:

- Import all ECR files (regardless of type) from a folder;
- Import certain selected ECR files;
- Choose the folder in which you wish to save the newly created MCR files.

4.1.10 Export ECR

The **Export ECR File** function creates an EC file, a Print Image file, a compressed, self-extracting Print Image file, and an encrypted Settlement/Signature Page. The Settlement/ Signature Page is a PDF file and is printed during the ECR Export process. The term "ECR file" actually refers to three of these files: the EC file; Print Image file and the Compressed Print Image file. All three of these files are submitted to your FI/MAC are collectively referred to as the ECR file. The PDF of the signature page is not submitted. The signed printed copy of the signature page is submitted with your ECR files. To create a set of ECR files, open the **File** menu and click **Export** and select **ECR File.** This function is discussed in greater detail in chapter 6.

See also:

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Submit Finished Cost Report

ECR Filenames

How to Create ECR Files

4.1.11 Exit

Selecting **Exit** from the **File** menu closes the cost report software. Any cost report currently open is automatically saved and closed.

4.2 The Edit Menu

The **Edit** menu contains seven commands or links to features.

See also: Cut, Copy & Paste

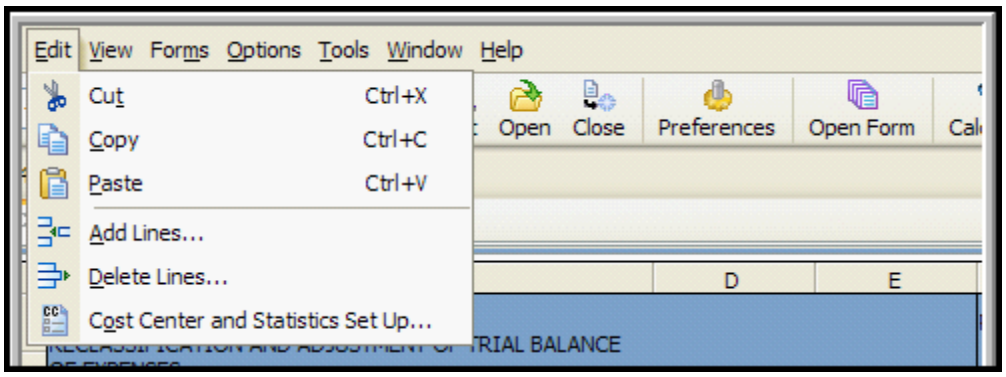
Add & Delete Lines

Cost Center & Statistics Setup

Move/Change/Combine Cost Centers

4.2.1 Cut, Copy & Paste

On the **Edit** menu, select **Cut**, **Copy**, or **Paste** commands.



These are the standard Windows commands that allow you to **Cut**, **Copy**, and **Paste** data. You can use these functions to move data from Excel, or any other Windows application, to a cost report file, or from a cost report file to any Windows application. You can also use the standard Windows keyboard shortcuts for each function: CTRL+C (**Copy**), CTRL+X (**Cut**), and CTRL+V (**Paste**) to achieve the same results.

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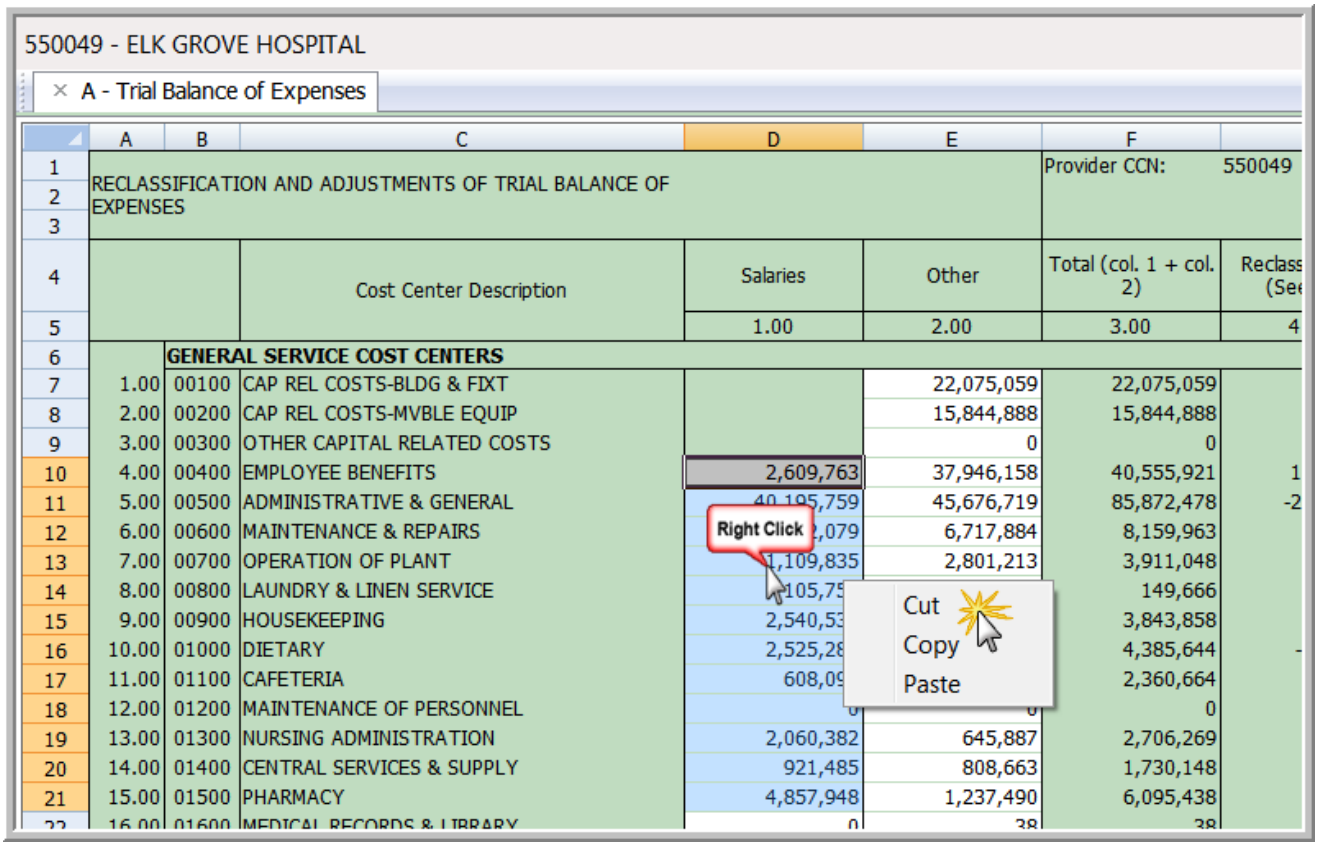
If you use your mouse pointer to highlight and select a cell or multiple cells, you can right click the highlighted area and chose one of the three commands from the context menu that will appear.


550049 - ELK GROVE HOSPITAL
A - Trial Balance of Expenses
RECLASSIFICATION AND ADJUSTMENTS OF TRIAL BALANCE OF EXPENSES
Provider CCN: 550049
Cost Center Description
Salaries
Other
Total (col. 1 + col. 2)
Reclass (See
1.00
2.00
3.00
4
GENERAL SERVICE COST CENTERS
1.00 00100 CAP REL COSTS-BLDG & FIXT 22,075,059 22,075,059
2.00 00200 CAP REL COSTS-MVBLE EQUIP 15,844,888 15,844,888
3.00 00300 OTHER CAPITAL RELATED COSTS 0 0
4.00 00400 EMPLOYEE BENEFITS 2,609,763 37,946,158 40,555,921 1
5.00 00500 ADMINISTRATIVE & GENERAL 45,676,719 85,872,478 -2
6.00 00600 MAINTENANCE & REPAIRS 6,717,884 8,159,963
7.00 00700 OPERATION OF PLANT 2,801,213 3,911,048
8.00 00800 LAUNDRY & LINEN SERVICE 149,666
9.00 00900 HOUSEKEEPING 3,843,858
10.00 01000 DIETARY 4,385,644
11.00 01100 CAFETERIA 2,360,664
12.00 01200 MAINTENANCE OF PERSONNEL 0
13.00 01300 NURSING ADMINISTRATION 2,060,382 645,887 2,706,269
14.00 01400 CENTRAL SERVICES & SUPPLY 921,485 808,663 1,730,148
15.00 01500 PHARMACY 4,857,948 1,237,490 6,095,438
Right Click
Cut
Copy
Paste

Note: The **Cut**, **Copy**, and **Paste** commands will only work if the **Display Column/Row Headers** options are checked on the **Form Options** dialog box.

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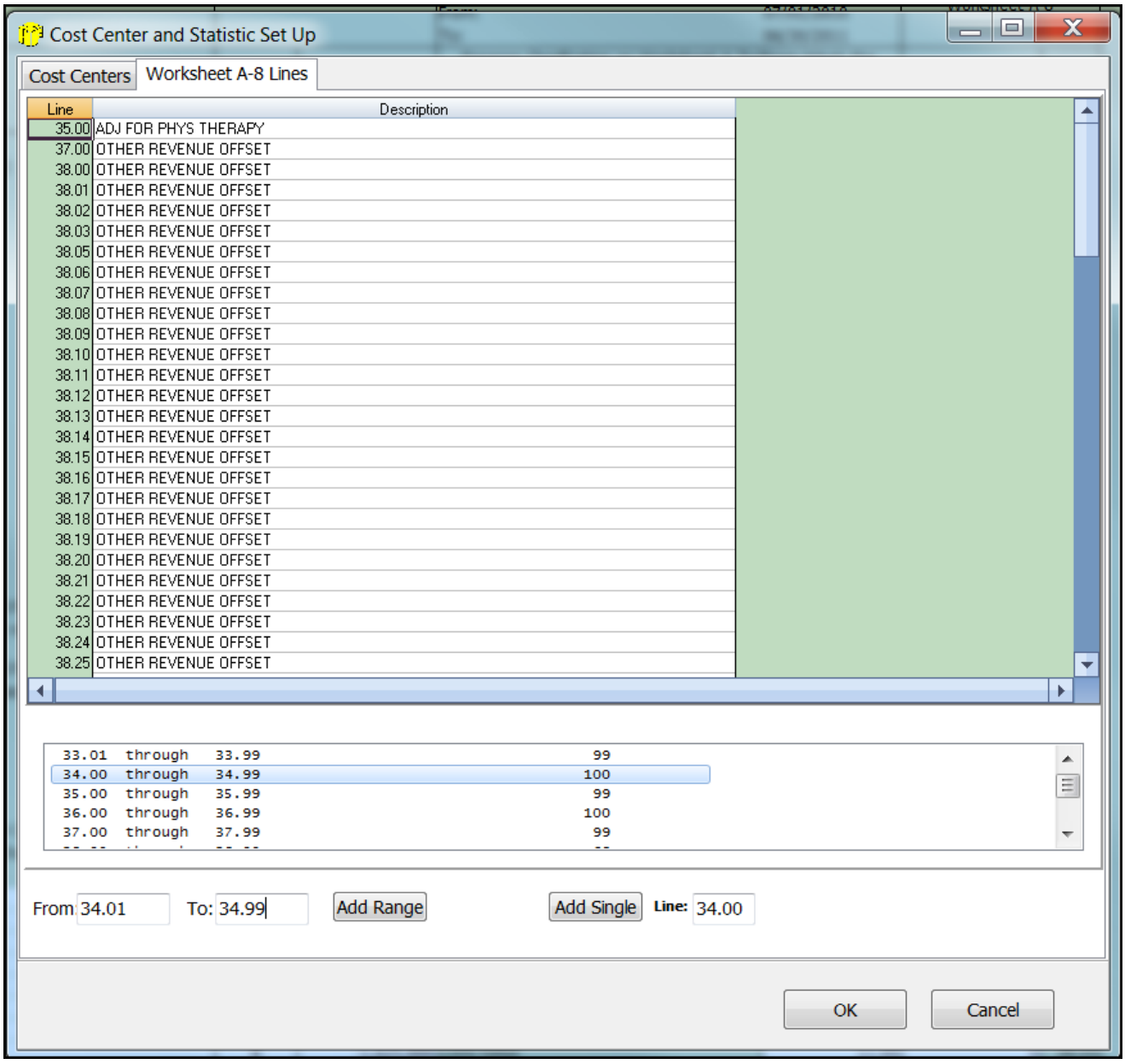
4.2.2 Add/Delete Lines

The **Add Lines** and **Delete Lines** buttons are only enabled when you have a worksheet open that allows lines to be added and deleted (for example, Worksheet A-8 in the Hospital cost report). In the example below we are adding lines to A-8. Enter the range of lines you wish to add in the **From** and **To** boxes and click the **Add Range** button. To add one line, enter the line number you want to add in the **Line** box and click **Add Single**.



The worksheet specific tab will show you the lines that can be added.

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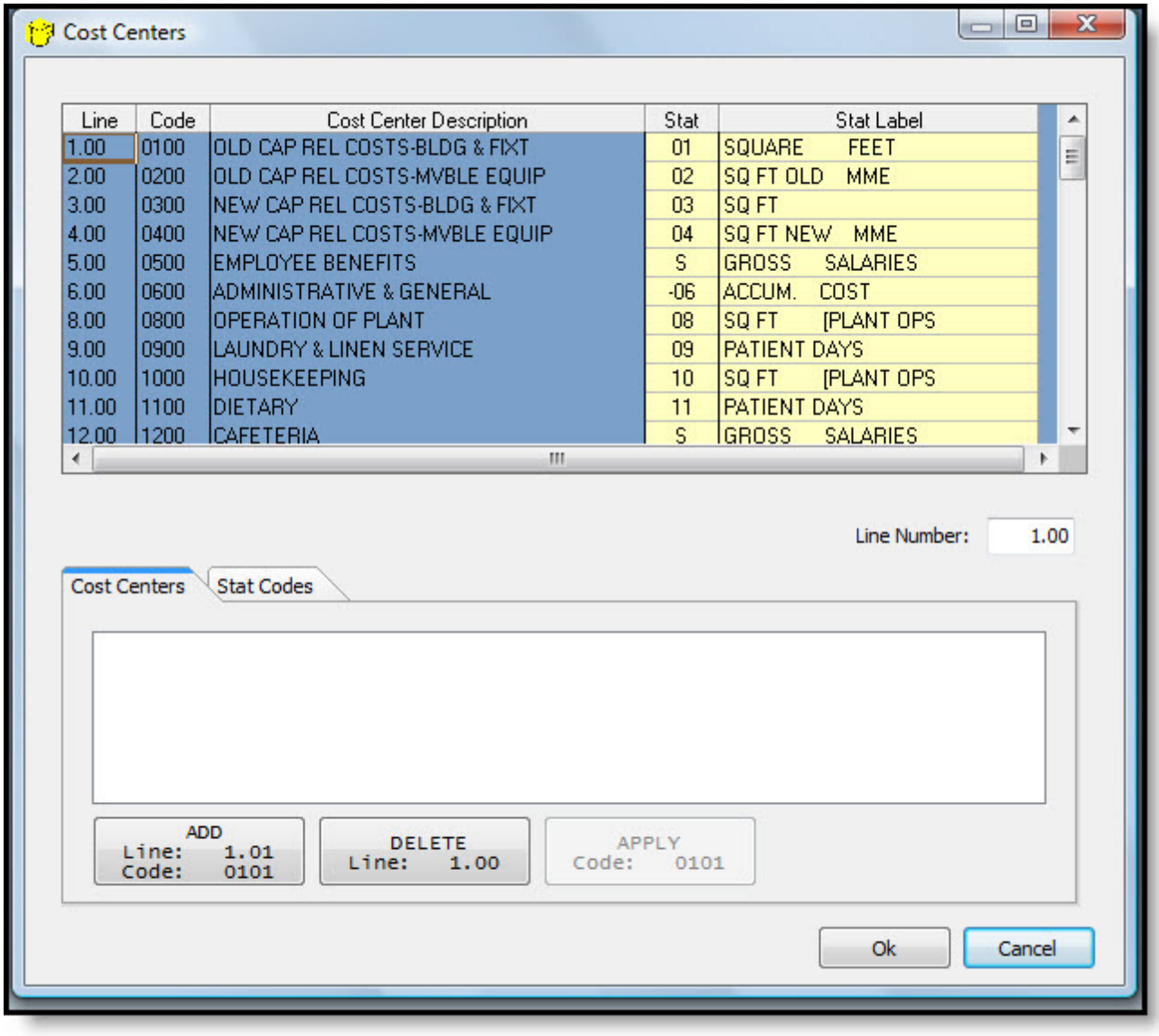
The **Delete Lines** button works the same way as **Add Lines**, except you delete a single line or a range of lines.

4.2.3 Cost Center & Statistical Setup

This feature is used to set up cost center structures and statistics. You can add and delete cost center lines by entering the line number in the **Line Number** box. Once the cost center structure has been established for the overhead cost centers, enter the stat code and label in the open cells to the right of each cost center.


Cost Centers
Line
Code
Cost Center Description
Stat
Stat Label
1.00 0100 OLD CAP REL COSTS-BLDG & FIXT 01 SQUARE FEET
2.00 0200 OLD CAP REL COSTS-MVBLE EQUIP 02 SQ FT OLD MME
3.00 0300 NEW CAP REL COSTS-BLDG & FIXT 03 SQ FT
4.00 0400 NEW CAP REL COSTS-MVBLE EQUIP 04 SQ FT NEW MME
5.00 0500 EMPLOYEE BENEFITS S GROSS SALARIES
6.00 0600 ADMINISTRATIVE & GENERAL -06 ACCUM. COST
8.00 0800 OPERATION OF PLANT 08 SQ FT [PLANT OPS
9.00 0900 LAUNDRY & LINEN SERVICE 09 PATIENT DAYS
10.00 1000 HOUSEKEEPING 10 SQ FT [PLANT OPS
11.00 1100 DIETARY 11 PATIENT DAYS
12.00 1200 CAFETERIA S GROSS SALARIES
Line Number: 1.00
Cost Centers
Stat Codes
ADD
Line: 1.01
Code: 0101
DELETE
Line: 1.00
APPLY
Code: 0101
Ok
Cancel

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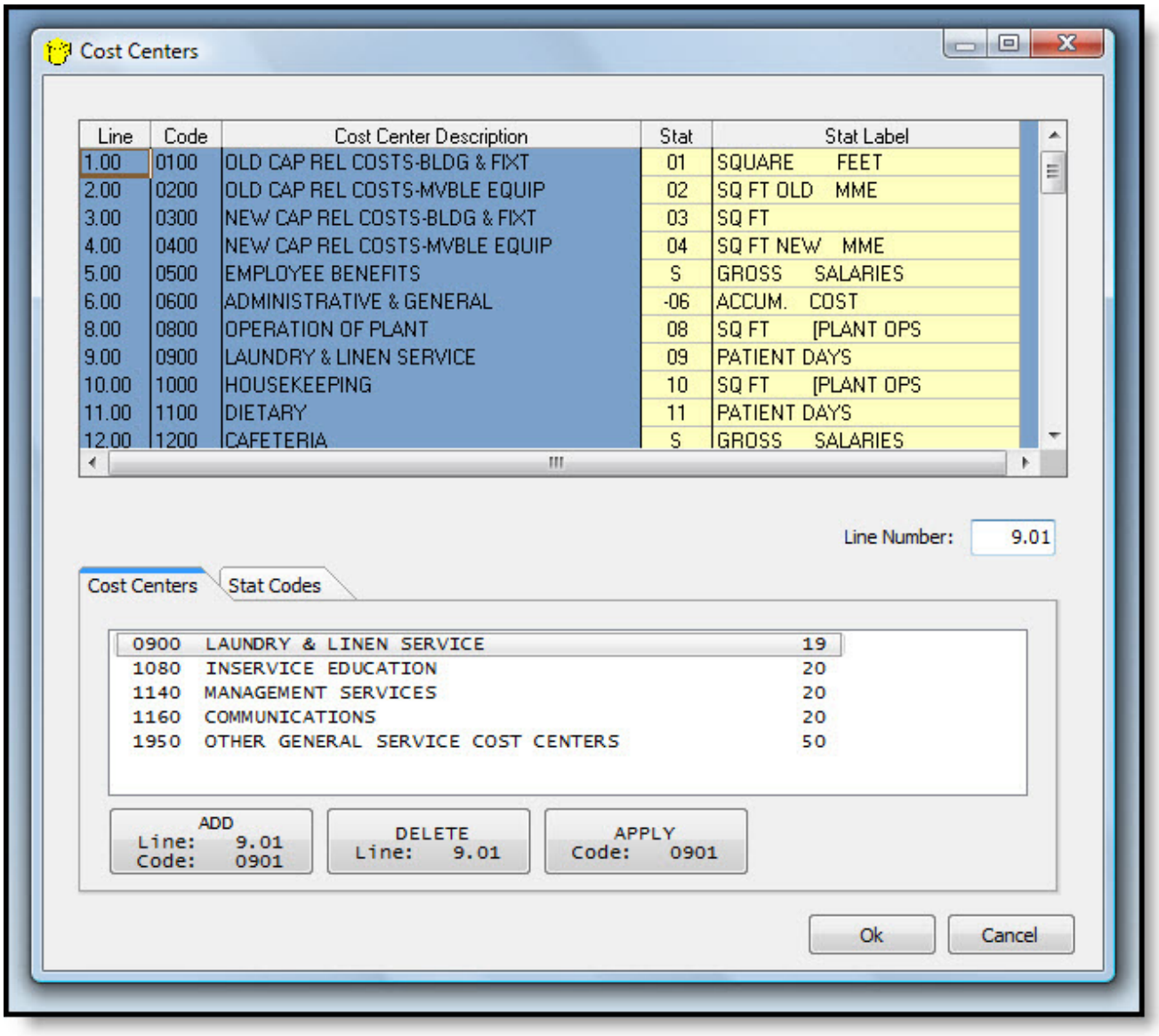
The following example illustrates adding subscripted line 9.01. The buttons at the bottom of the dialog box give you the option of Add, Delete and Apply. The **Apply** button will apply the cost center code indicated on the **Apply** button. You can scroll through the list of available cost center codes and select a different code. The system automatically retrieves the appropriate cost center code for the line number entered in the **Line Number** box.


Cost Centers
Line Code Cost Center Description Stat Stat Label
1.00 0100 OLD CAP REL COSTS-BLDG & FIXT 01 SQUARE FEET
2.00 0200 OLD CAP REL COSTS-MVBLE EQUIP 02 SQ FT OLD MME
3.00 0300 NEW CAP REL COSTS-BLDG & FIXT 03 SQ FT
4.00 0400 NEW CAP REL COSTS-MVBLE EQUIP 04 SQ FT NEW MME
5.00 0500 EMPLOYEE BENEFITS S GROSS SALARIES
6.00 0600 ADMINISTRATIVE & GENERAL -06 ACCUM. COST
8.00 0800 OPERATION OF PLANT 08 SQ FT [PLANT OPS
9.00 0900 LAUNDRY & LINEN SERVICE 09 PATIENT DAYS
10.00 1000 HOUSEKEEPING 10 SQ FT [PLANT OPS
11.00 1100 DIETARY 11 PATIENT DAYS
12.00 1200 CAFETERIA S GROSS SALARIES
Line Number: 9.01
Cost Centers
Stat Codes
0900 LAUNDRY & LINEN SERVICE 19
1080 INSERVICE EDUCATION 20
1140 MANAGEMENT SERVICES 20
1160 COMMUNICATIONS 20
1950 OTHER GENERAL SERVICE COST CENTERS 50
ADD Line: 9.01 Code: 0901
DELETE Line: 9.01
APPLY Code: 0901
Ok
Cancel

You can also click on the **Stat Codes** tab, to the right of the **Cost Center** tab, and select which Stat Code to apply to the line you are about to add.

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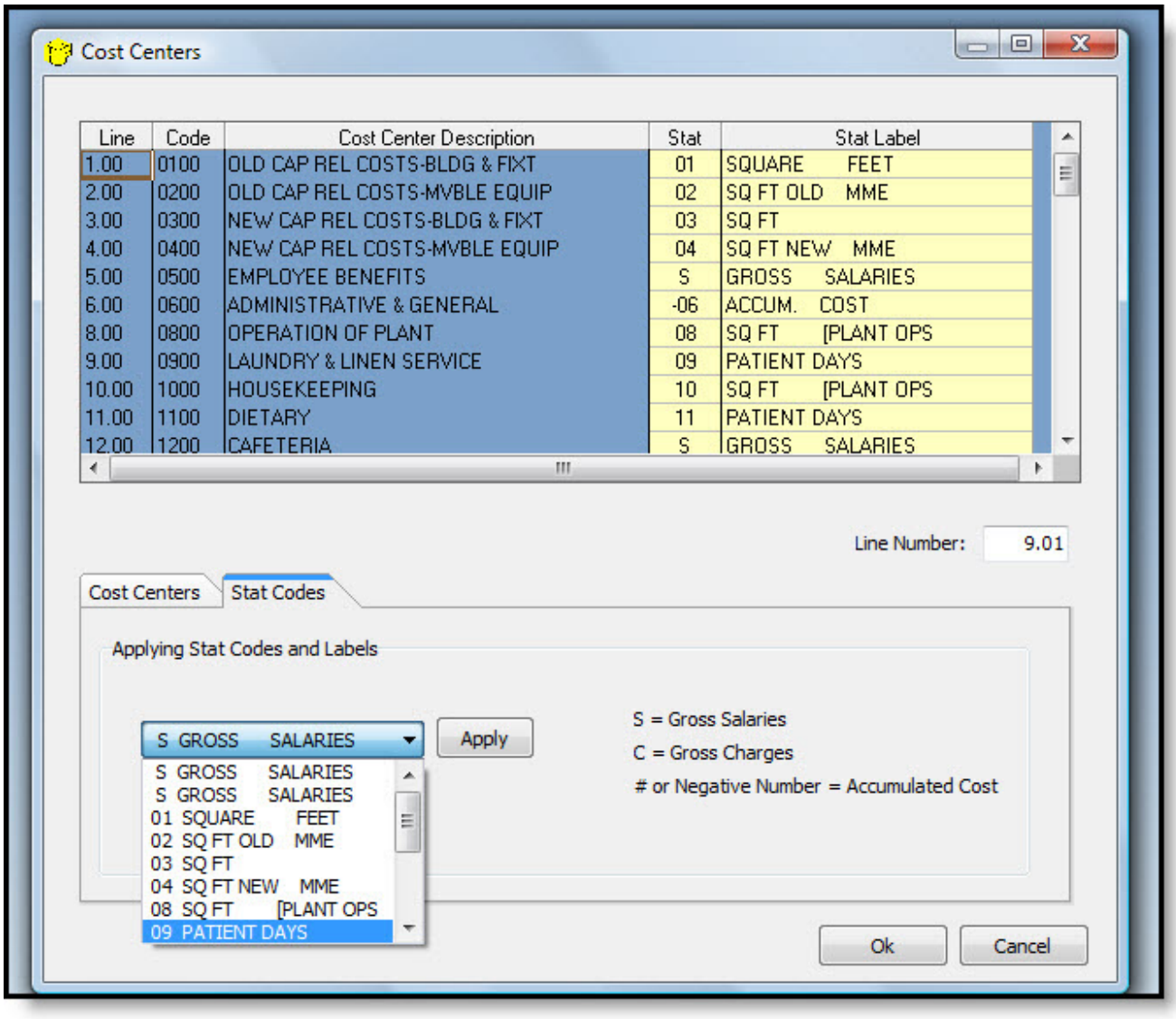
Cost Centers
Line Code Cost Center Description Stat Stat Label
1.00 0100 OLD CAP REL COSTS-BLDG & FIXT 01 SQUARE FEET
2.00 0200 OLD CAP REL COSTS-MVBLE EQUIP 02 SQ FT OLD MME
3.00 0300 NEW CAP REL COSTS-BLDG & FIXT 03 SQ FT
4.00 0400 NEW CAP REL COSTS-MVBLE EQUIP 04 SQ FT NEW MME
5.00 0500 EMPLOYEE BENEFITS S GROSS SALARIES
6.00 0600 ADMINISTRATIVE & GENERAL -06 ACCUM. COST
8.00 0800 OPERATION OF PLANT 08 SQ FT [PLANT OPS
9.00 0900 LAUNDRY & LINEN SERVICE 09 PATIENT DAYS
10.00 1000 HOUSEKEEPING 10 SQ FT [PLANT OPS
11.00 1100 DIETARY 11 PATIENT DAYS
12.00 1200 CAFETERIA S GROSS SALARIES
Line Number: 9.01
Cost Centers
Stat Codes
Applying Stat Codes and Labels
S GROSS SALARIES
Apply
S GROSS SALARIES
S GROSS SALARIES
01 SQUARE FEET
02 SQ FT OLD MME
03 SQ FT
04 SQ FT NEW MME
08 SQ FT [PLANT OPS
09 PATIENT DAYS
S = Gross Salaries
C = Gross Charges
# or Negative Number = Accumulated Cost
Ok
Cancel

If you highlight a cost center in the top section of the dialog box and then activate the **Stat Codes** tab, you can easily change the Stat Code and Stat Label. The screen shot above shows the **Stat Code** drop down list with 09 PATIENT DAYS selected. To apply that Stat Code you would select it from the list and click **Apply**.

HFS has incorporated certain automatic statistical codes and also the ability to duplicate statistics from one B-1 column to another. Allowable statistical codes are 01 through 99. If you enter a stat code unique to a specific cost center, then that corresponding column on B-1 will be open for input.

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When the same statistics are used for more than one cost center, entering duplicate stat codes will copy stats from one B-1 column to another. A good example of this would be the capital-related cost centers (1.00, 2.00, 3.00, and 4.00), as these generally use square feet as a statistic. If you enter 01 as a stat code for all four capital-related cost centers (i.e. 1.00, 2.00, 3.00, and 4.00), the only capital-related column that will be open for input on B-1 will be column 1.00. Once the stats have been added in column 1.00, these stats will be duplicated in columns 2.00, 3.00, and 4.00 after calculation. In addition, if you would like to enter salaries, charges, or accumulated costs as statistics, the following automatic stat codes have been set up:

S = Gross Salaries

C = Gross Charges

I = Inpatient Charges

O = Outpatient Charges

P = Total Patient Days

or negative number = Accumulated Cost

Note: The # is no longer used in the 2552-10, 2540-10 and 265-11 form sets. The automatic stat codes I, O and P are used in the 2552-10, 2540-10 and 265-11 systems.

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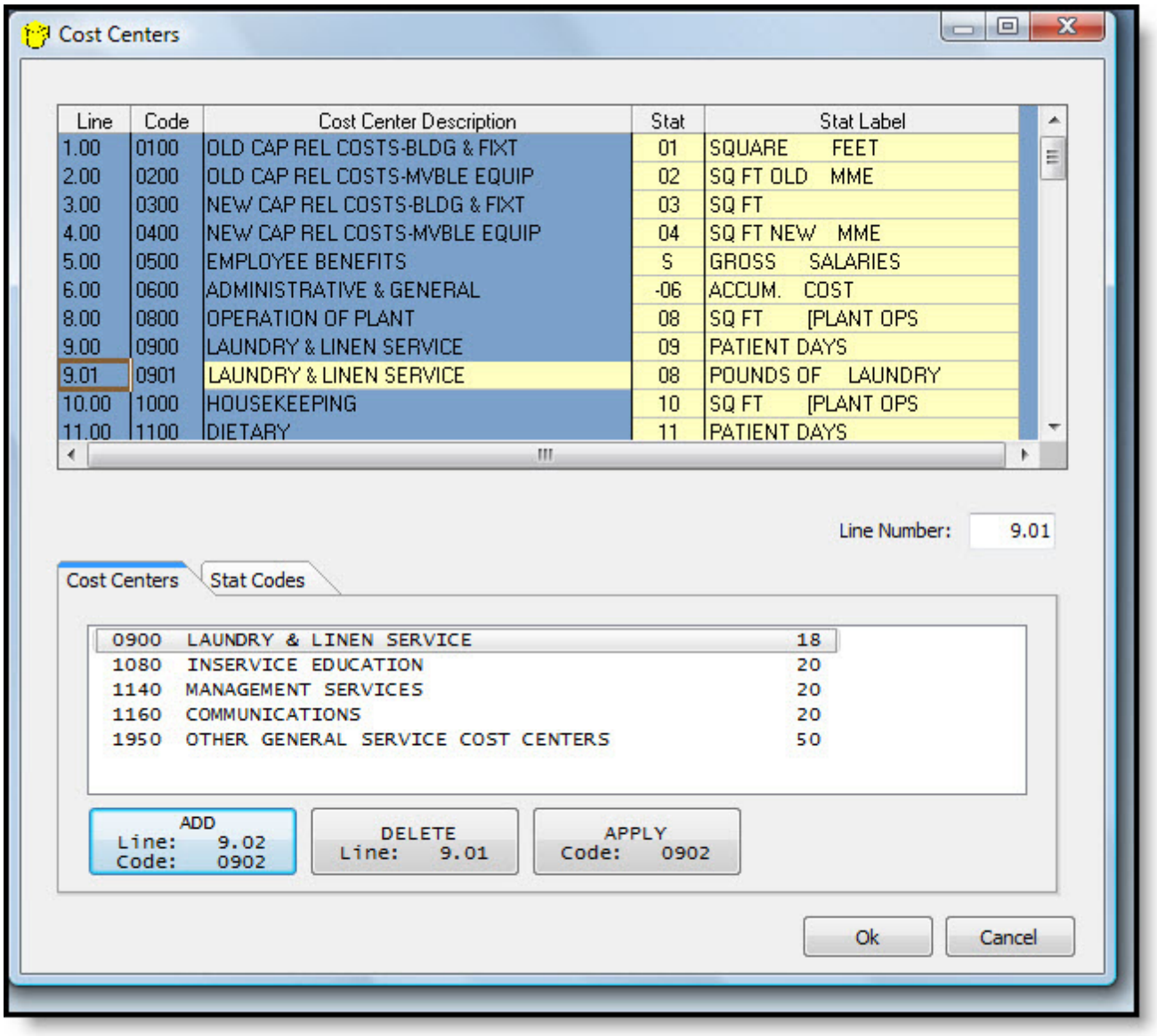
Cost Centers
Line Code Cost Center Description Stat Stat Label
1.00 0100 OLD CAP REL COSTS-BLDG & FIXT 01 SQUARE FEET
2.00 0200 OLD CAP REL COSTS-MVBLE EQUIP 02 SQ FT OLD MME
3.00 0300 NEW CAP REL COSTS-BLDG & FIXT 03 SQ FT
4.00 0400 NEW CAP REL COSTS-MVBLE EQUIP 04 SQ FT NEW MME
5.00 0500 EMPLOYEE BENEFITS S GROSS SALARIES
6.00 0600 ADMINISTRATIVE & GENERAL -06 ACCUM. COST
8.00 0800 OPERATION OF PLANT 08 SQ FT [PLANT OPS
9.00 0900 LAUNDRY & LINEN SERVICE 09 PATIENT DAYS
9.01 0901 LAUNDRY & LINEN SERVICE 08 POUNDS OF LAUNDRY
10.00 1000 HOUSEKEEPING 10 SQ FT [PLANT OPS
11.00 1100 DIETARY 11 PATIENT DAYS
Line Number: 9.01
Cost Centers
Stat Codes
0900 LAUNDRY & LINEN SERVICE 18
1080 INSERVICE EDUCATION 20
1140 MANAGEMENT SERVICES 20
1160 COMMUNICATIONS 20
1950 OTHER GENERAL SERVICE COST CENTERS 50
ADD Line: 9.02 Code: 0902
DELETE Line: 9.01
APPLY Code: 0902
Ok
Cancel

In the example above, line 9.01 was added with a cost center code of 0901 and a Stat Code of 08. Note that the Cost Center Description for line 9.01 is a white cell. It can be edited. To modify the **Cost Center Description**, double click on it, and then edit it by typing in the new description or changing the existing one.

It is important to understand that you can add and delete and edit the information in this dialog box but none of the changes are saved to the cost report unless you click **OK**. If you click **Cancel**, all of your changes are abandoned and the cost centers remain unmodified.

4.2.4 Move/Change/Combine Cost Centers

The Move/Change/Combine feature is a convenient way to add data from one cost center to another, or replace data from one cost center over another.

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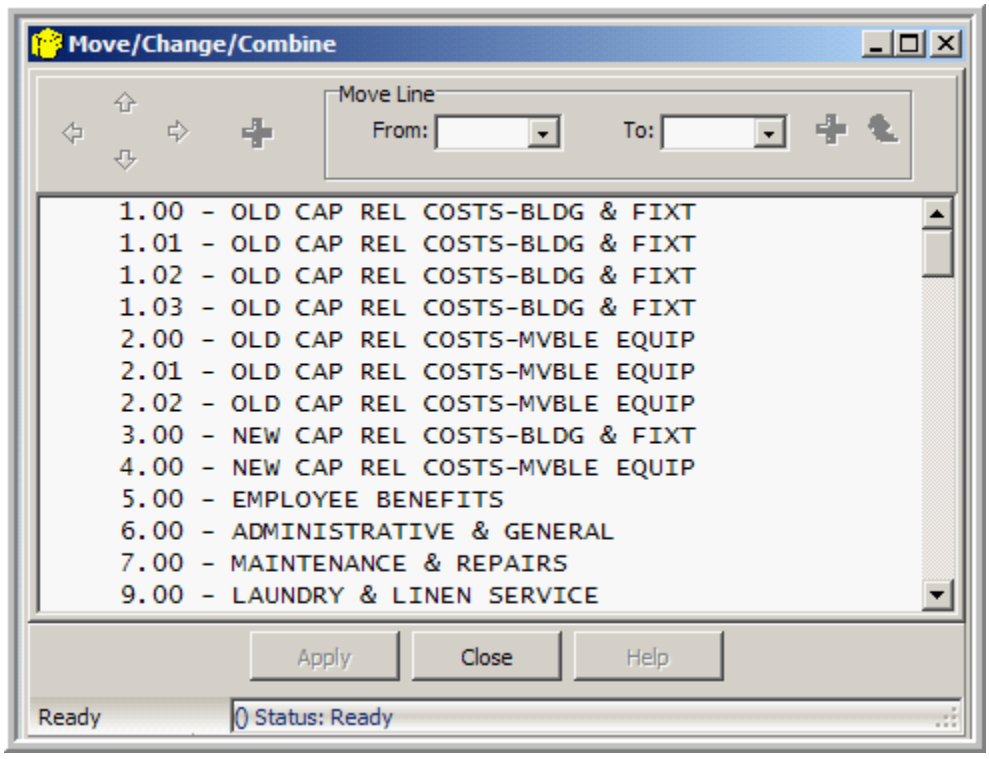
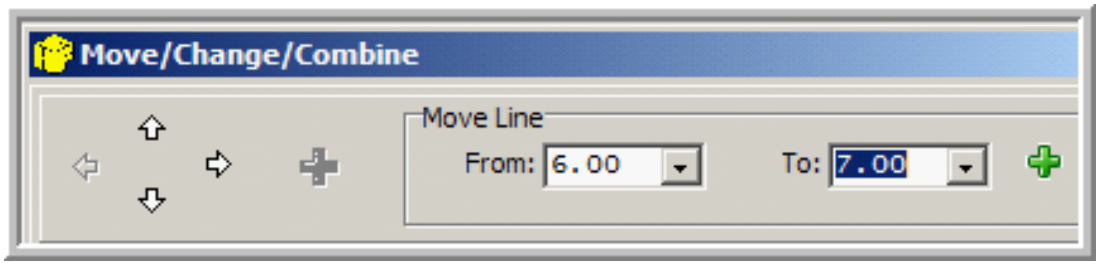

Move/Change/Combine
Move Line
From:
To:
1.00 - OLD CAP REL COSTS-BLDG & FIXT
1.01 - OLD CAP REL COSTS-BLDG & FIXT
1.02 - OLD CAP REL COSTS-BLDG & FIXT
1.03 - OLD CAP REL COSTS-BLDG & FIXT
2.00 - OLD CAP REL COSTS-MVBLE EQUIP
2.01 - OLD CAP REL COSTS-MVBLE EQUIP
2.02 - OLD CAP REL COSTS-MVBLE EQUIP
3.00 - NEW CAP REL COSTS-BLDG & FIXT
4.00 - NEW CAP REL COSTS-MVBLE EQUIP
5.00 - EMPLOYEE BENEFITS
6.00 - ADMINISTRATIVE & GENERAL
7.00 - MAINTENANCE & REPAIRS
9.00 - LAUNDRY & LINEN SERVICE
Apply
Close
Help
Ready
Status: Ready

All the cost center lines will appear in the dialog box. There are several ways to perform an Add or an Overlay action. Using the Add feature will take the data from the line indicated in the **From** box and add the data to the cost center line indicated in the **To** box. In this example all the expense data from cost center line 6.00, will be added to cost center line 7.00.



Using the Overlay feature will take the data in the **From** box and Overlay (Replace) the data in line entered in the **To** box.

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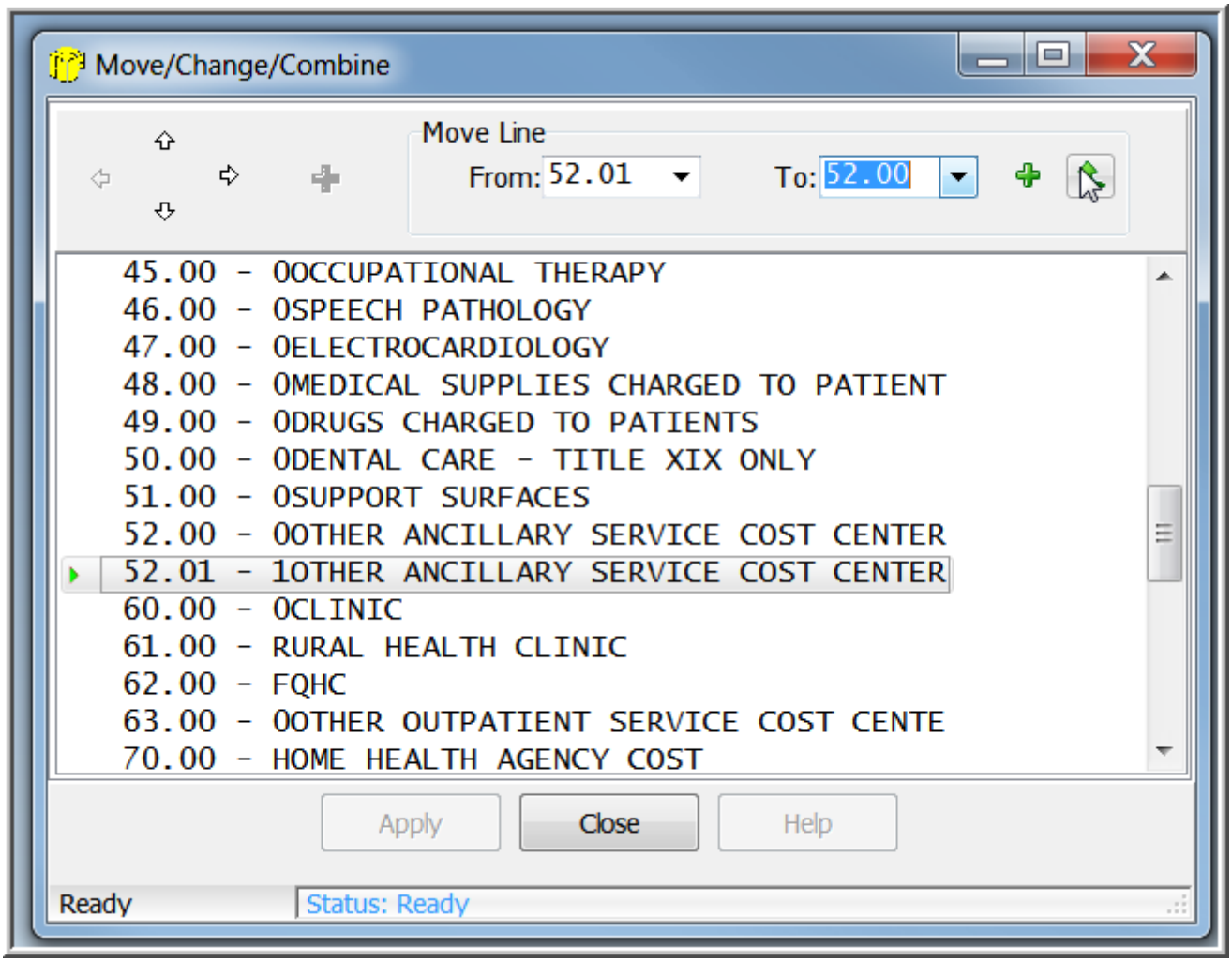

In this example, if you click the **Overlay** button, all the expense data present in cost center line 52.01 will replace the expense data currently present in cost center line 52.00.

Note: Whenever this feature is used, the From cost center line is deleted if it is a subscripted line (i.e. line 1.01). This is true for both the Add and the Overlay commands. Using the second Overlay example, note that line 9.01 is setup to Overlay the data in line 9.00. Click the **Apply** button to perform the Overlay.

Note: Once an Add or an Overlay has been performed, there is no way to undo the results. Be sure that your Move/Change/Combine is correct before applying.

After the Overlay, line 9.01 (the From line) was deleted and the data that was in line 9.01 is now in line 9.00. You can also use the **Arrow** buttons to Overlay or Add data from one cost center line to another:

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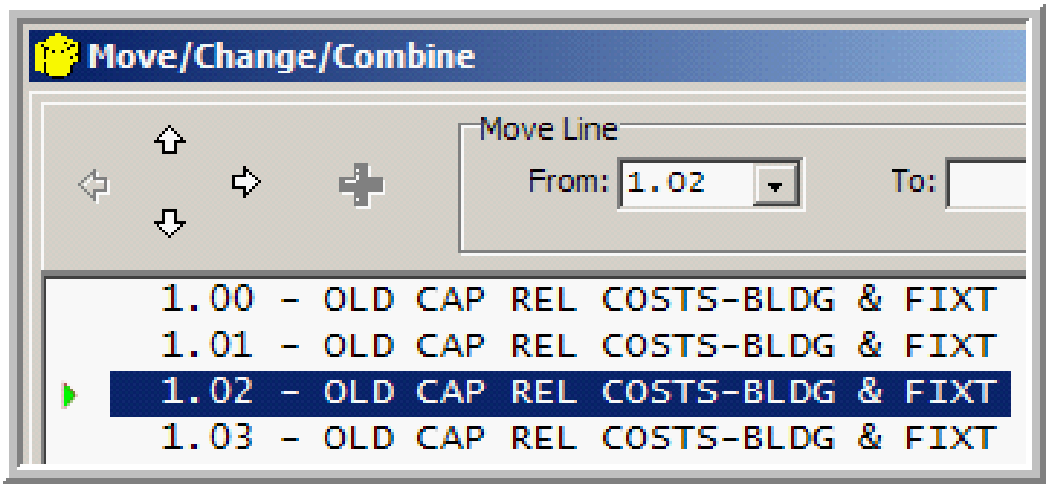
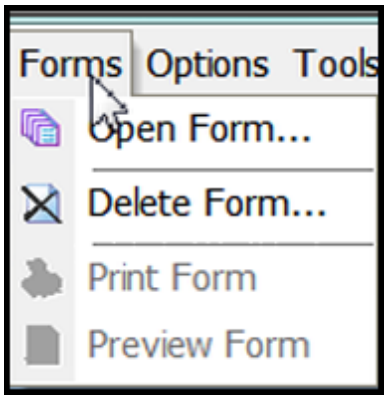

Move/Change/Combine
Move Line
From: 1.02
To:
1.00 - OLD CAP REL COSTS-BLDG & FIXT
1.01 - OLD CAP REL COSTS-BLDG & FIXT
1.02 - OLD CAP REL COSTS-BLDG & FIXT
1.03 - OLD CAP REL COSTS-BLDG & FIXT

In the example above, if you click on the down arrow, the line with the green arrow (triangle) will be the From cost center line and the one immediately below will be the To cost center line. Likewise, If you click the **Up Arrow**, the To cost center would be the one immediately above. You can then toggle between the active Add/Overlay icon to the right of the arrows. You can use the arrows to change the From and To lines to meet your requirements.

4.3 The Forms Menu

From the **Forms** menu you can open, delete, print, and print preview active worksheets.



Select the **Open** command and the following dialog box will appear. Select or clear the various check boxes to choose which forms you want to open.

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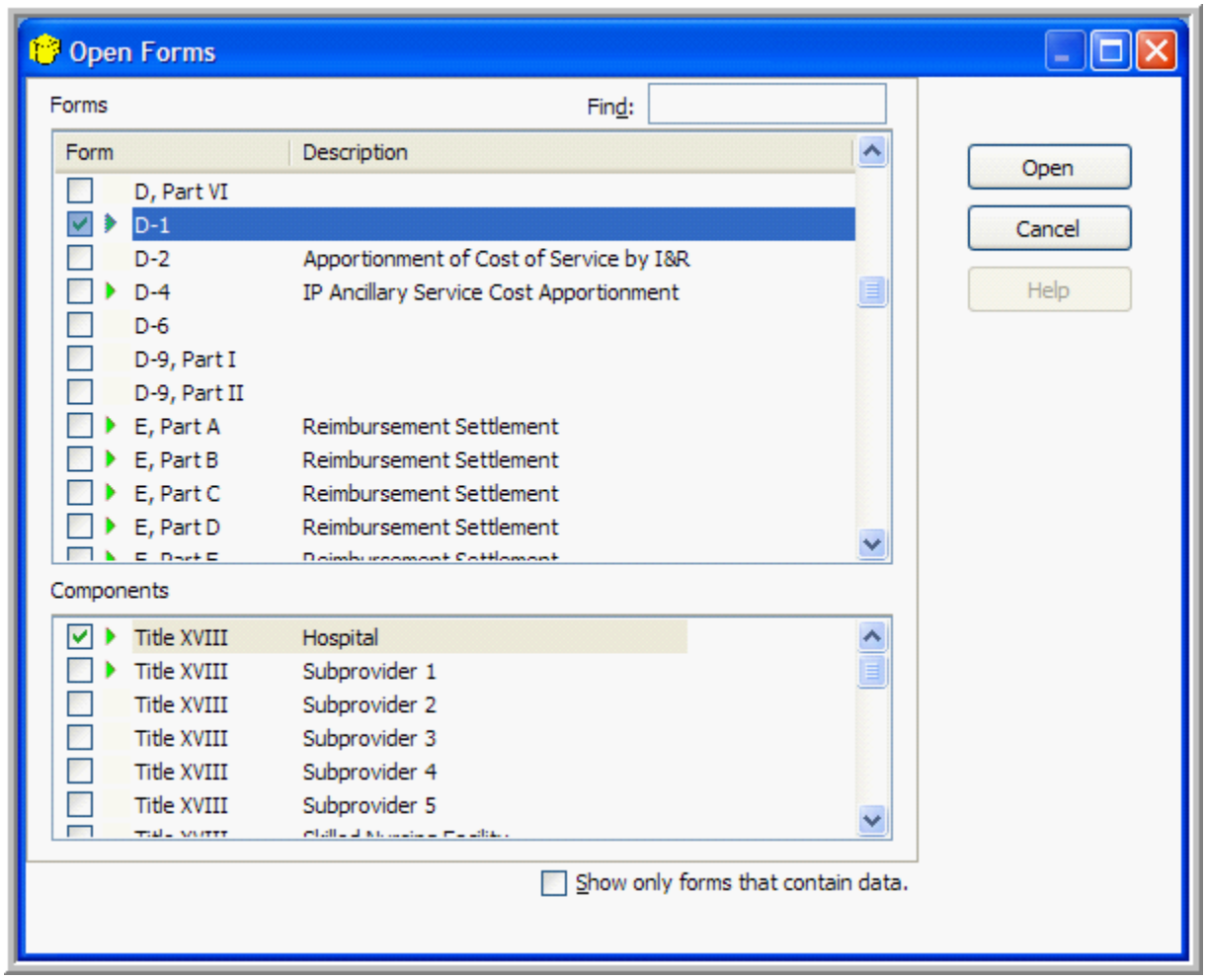

Note: When choosing to open a worksheet that has a component or title associated with it, you must specify one or more components/titles to open.

Note: When a worksheet is open, press F1 to display the CMS instructions for the active worksheet.

The **Delete Form** option works exactly the same as if you were opening a form. For every form you select to be deleted, a warning box will appear after you click the **Delete** button, asking you whether you are sure that you want to delete the chosen worksheet. This is because once a form is deleted, the data is lost and cannot be recovered.

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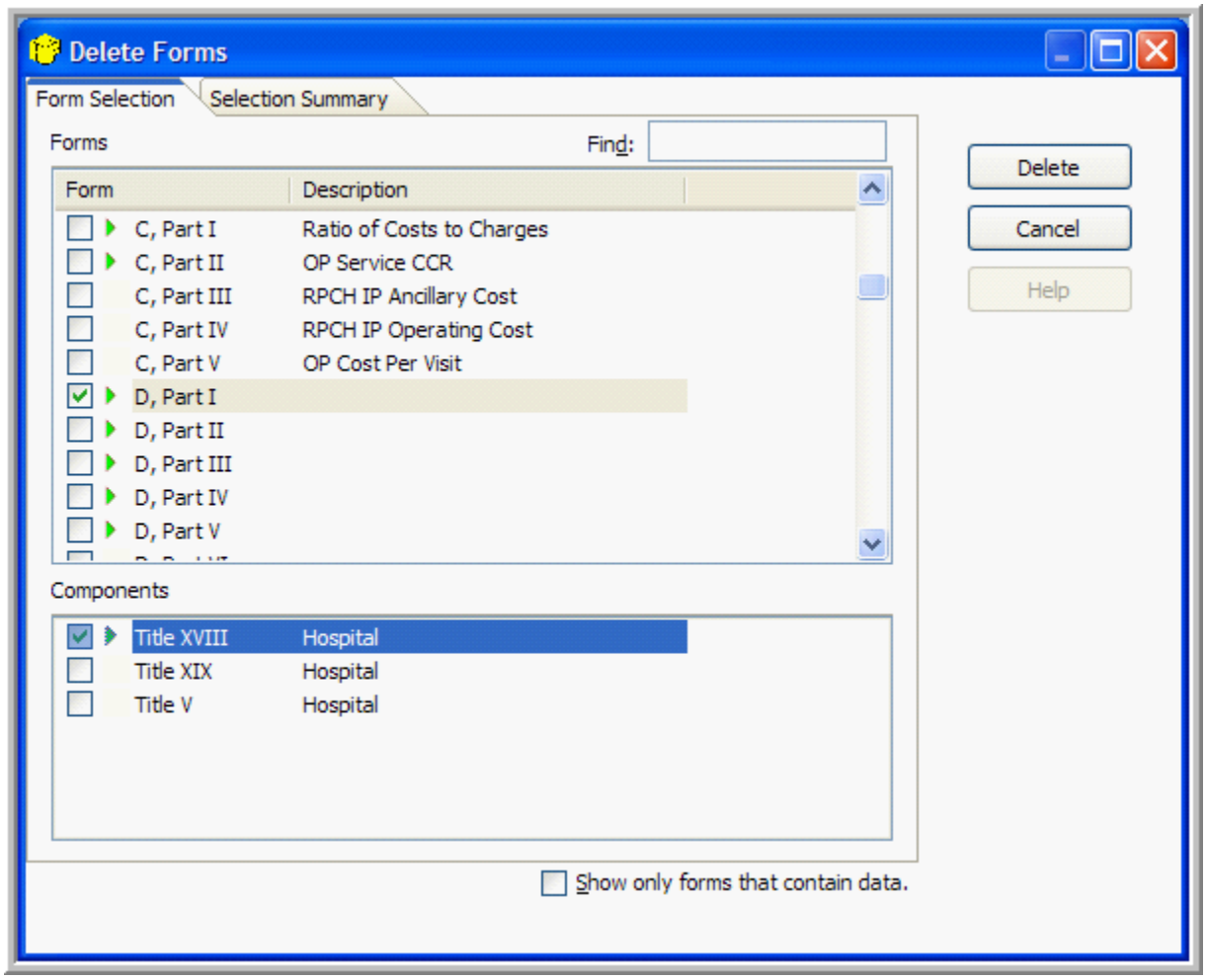
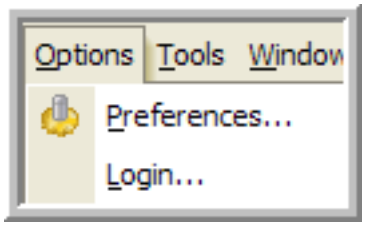


If you have a worksheet open, the **Print** and **Print Preview** commands will automatically print or print preview the active worksheet.

See also: Form Options

4.4 The Options Menu

There are **Preferences** and **Login** commands under the **Options** menu.



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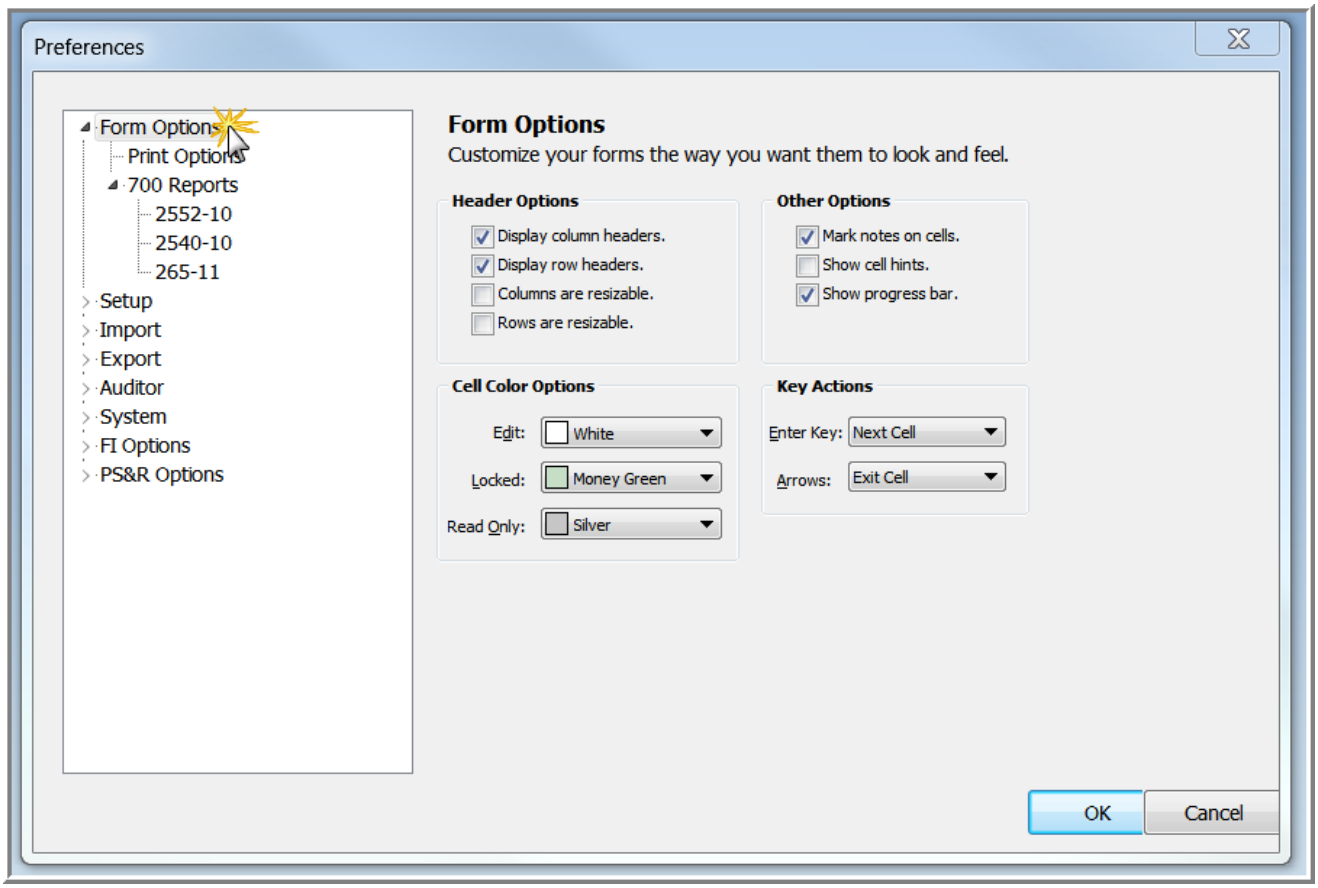
You should not select **Login** unless you are an auditor. The **Login** command opens features that are not available to cost report preparers.

Select **Preferences** to open the **Preferences** dialog box. Notice the tree-view on the left side of the dialog box. Click on any item in the list to expand or contract an item.



4.4.1 Form Options

Select **Form Options** to see the various options applicable to worksheets, or forms. The **Form Options** screen is the default screen and will always appear whenever **Preferences** are selected from the **Options** menu.

You should always select the first two options: **Display column headers** and **Display row headers**. When these options are selected you will see row and column headings on the outside edges of all your onscreen worksheets.

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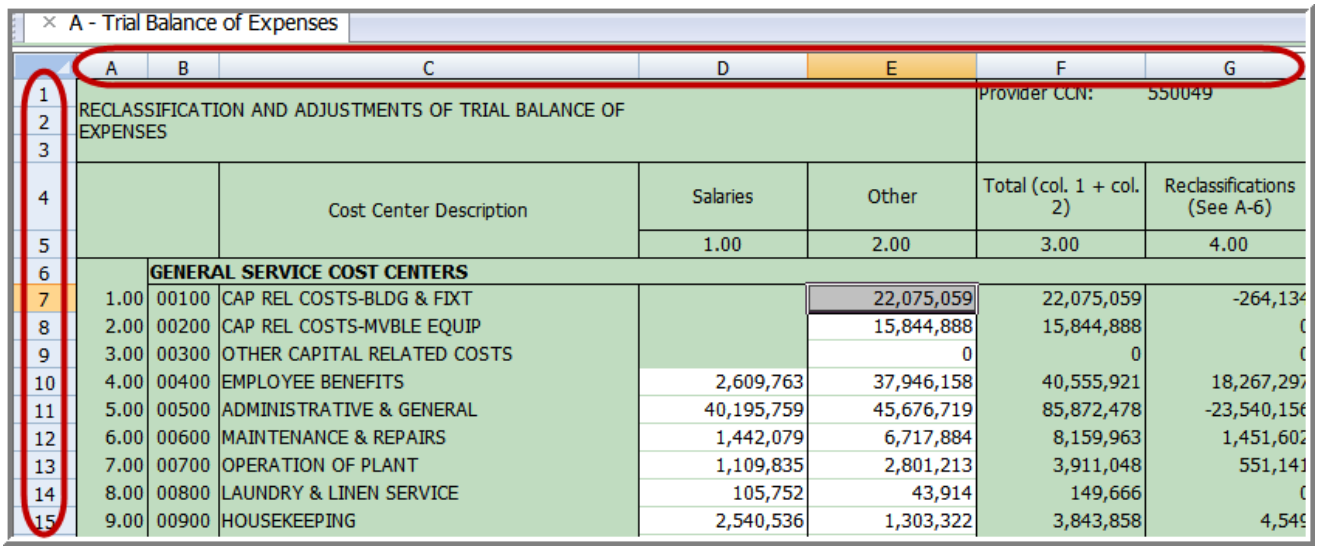

A - Trial Balance of Expenses

	A	B	C	D	E	F	G
1	RECLASSIFICATION AND ADJUSTMENTS OF TRIAL BALANCE OF EXPENSES					Provider CCN:	550049
2							
3							
4			Cost Center Description	Salaries	Other	Total (col. 1 + col. 2)	Reclassifications (See A-6)
5				1.00	2.00	3.00	4.00
6		GENERAL SERVICE COST CENTERS					
7	1.00	00100	CAP REL COSTS-BLDG & FIXT		22,075,059	22,075,059	-264,134
8	2.00	00200	CAP REL COSTS-MVBLE EQUIP		15,844,888	15,844,888	(
9	3.00	00300	OTHER CAPITAL RELATED COSTS		0	0	(
10	4.00	00400	EMPLOYEE BENEFITS	2,609,763	37,946,158	40,555,921	18,267,297
11	5.00	00500	ADMINISTRATIVE & GENERAL	40,195,759	45,676,719	85,872,478	-23,540,156
12	6.00	00600	MAINTENANCE & REPAIRS	1,442,079	6,717,884	8,159,963	1,451,602
13	7.00	00700	OPERATION OF PLANT	1,109,835	2,801,213	3,911,048	551,141
14	8.00	00800	LAUNDRY & LINEN SERVICE	105,752	43,914	149,666	(
15	9.00	00900	HOUSEKEEPING	2,540,536	1,303,322	3,843,858	4,549

In this screen shot you can see line or row numbers on the left outside edge of the worksheet. For columns there are letters at the top outside edge of the worksheet. Both areas are circled in red. Selecting these two options give the worksheets the same appearance as a standard spreadsheet. These options must be selected to enable the Cut, Copy and Paste functions.

Other options on this screen include:

- Columns are resizeable
- Rows are resizeable
- Mark notes on cells
- Show cell hints
- Show progress bar

You may customize the appearance of worksheets using **Cell Color Options**. You can also choose from a range of possible behaviors for the ENTER key and the ARROW keys in the Key Action options.

Form Print Options

Click **Print Options** to open the **Form Print Options** screen.

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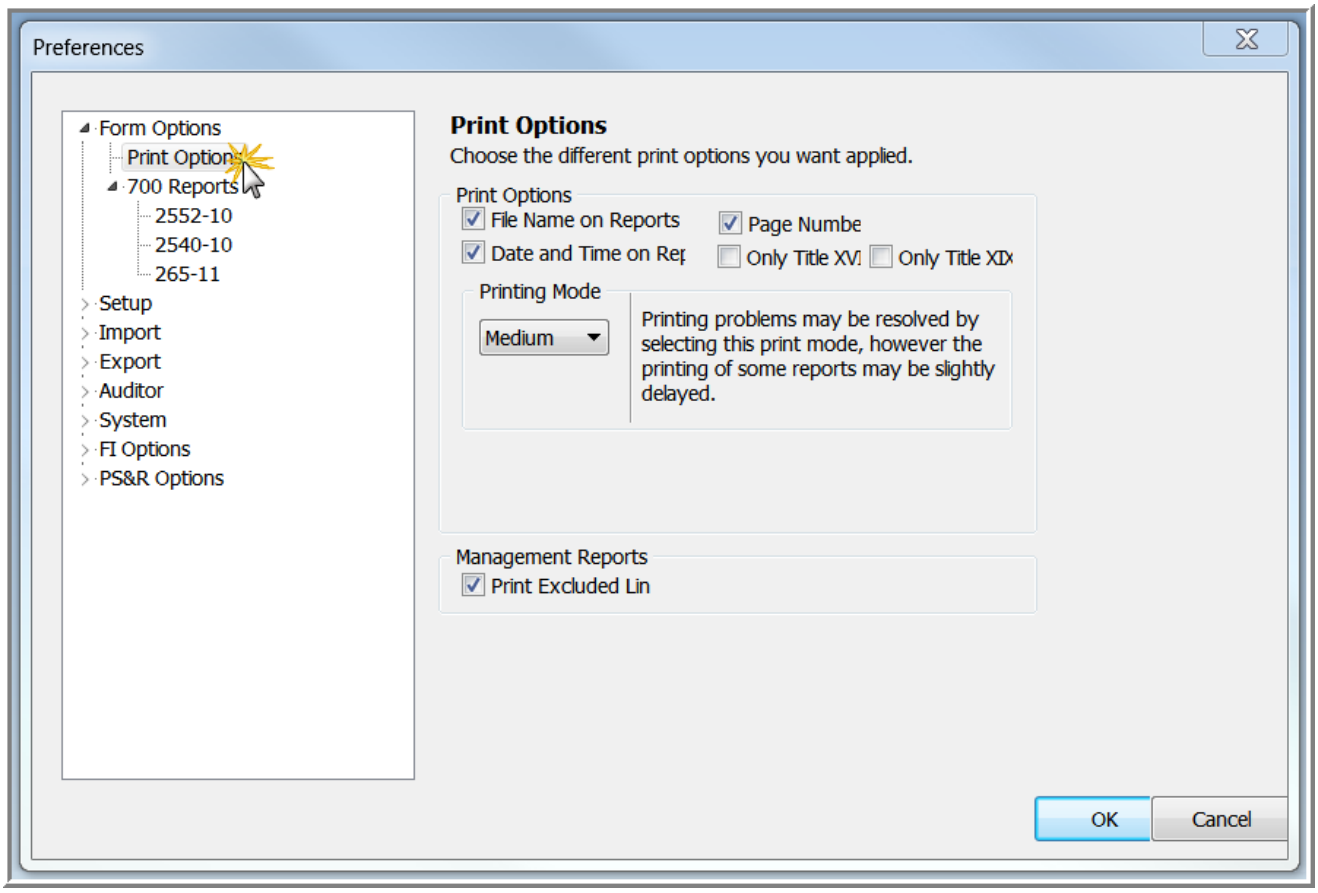

This screen is a submenu of the **Form Options** screen. All of these options apply specifically to worksheets or forms. You can choose to print different text elements on printed worksheets. Select which items to include in your printed worksheets:

- Filename on reports
- Page numbers
- Date and time on reports.

There are two additional options that restrict the types of reports that will be printed. Select either option if you want to print: **Only Title XVIII**, or **Only Title XIX** reports.

The last option on this screen will **Print Excluded Lines** in the Management Reports feature. You can select all, or none, or any combination of these options.

700 Reports Options

Select **700 Reports** and then select the cost report type to configure available options.

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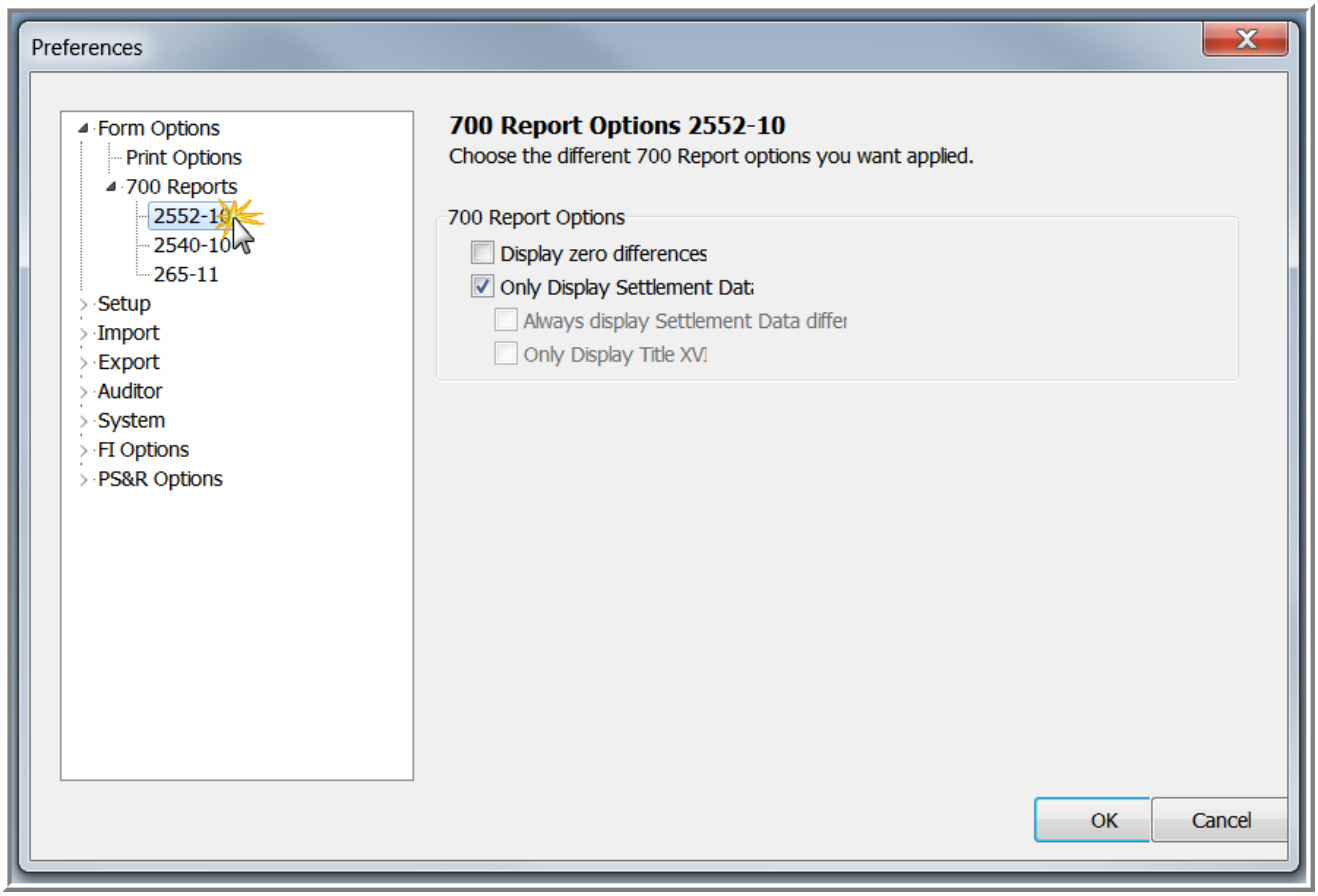

For each cost report type, you can choose to: **Display zero differences** and/or **Only Display Settlement Data**.

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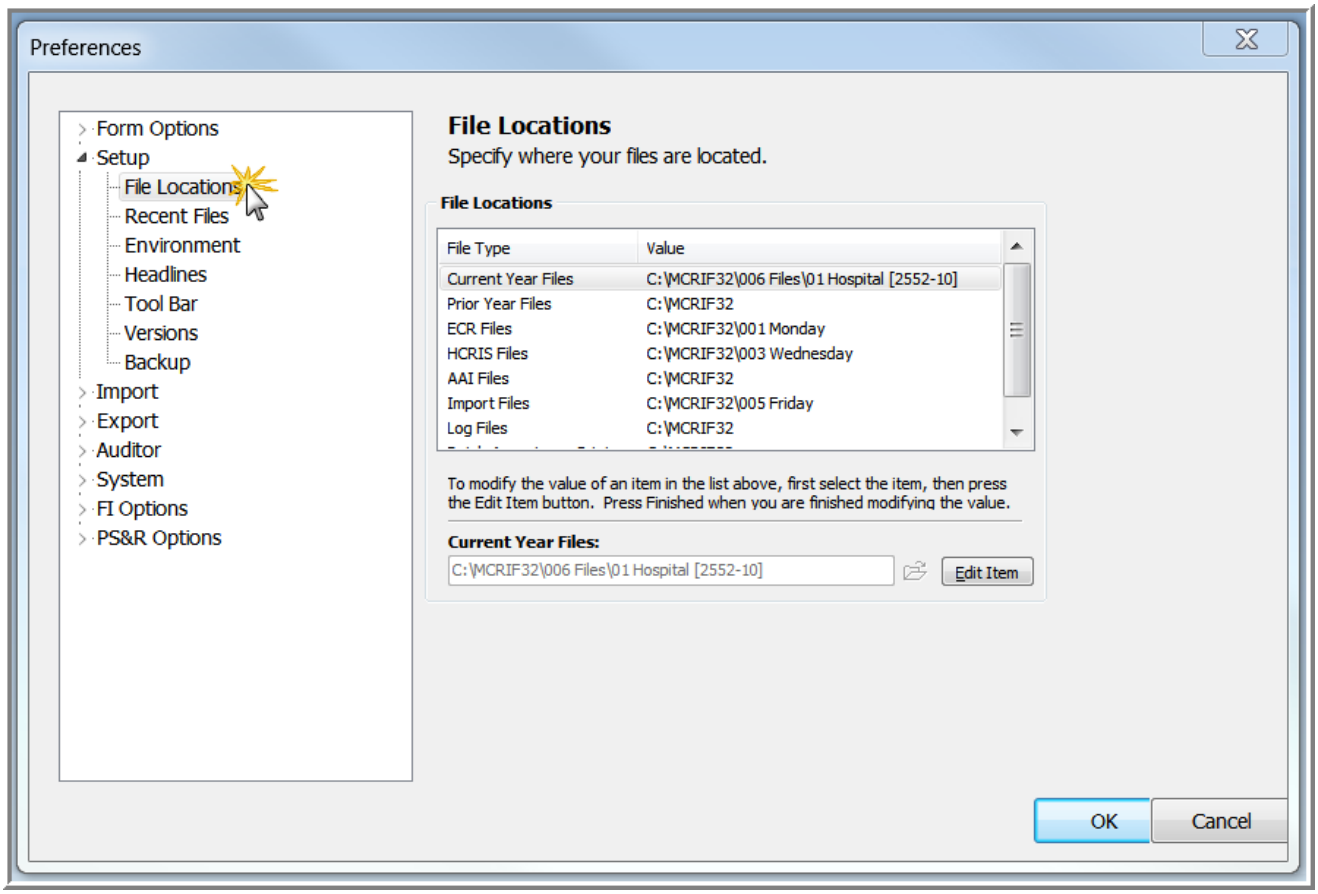
4.4.2 Setup Options

Select **Setup Options** to configure the various software system options.



Files

Click **File Locations** to specify one or more default file locations for various types of cost report system files. To change a file location, select it from the list of locations and click the **Edit Item** button. Enter the file location, or click the **Open File** button to browse and select a location.

Select **Recent Files** to enter the number of recently opened files to display on the **File** menu under **Recent Files**.

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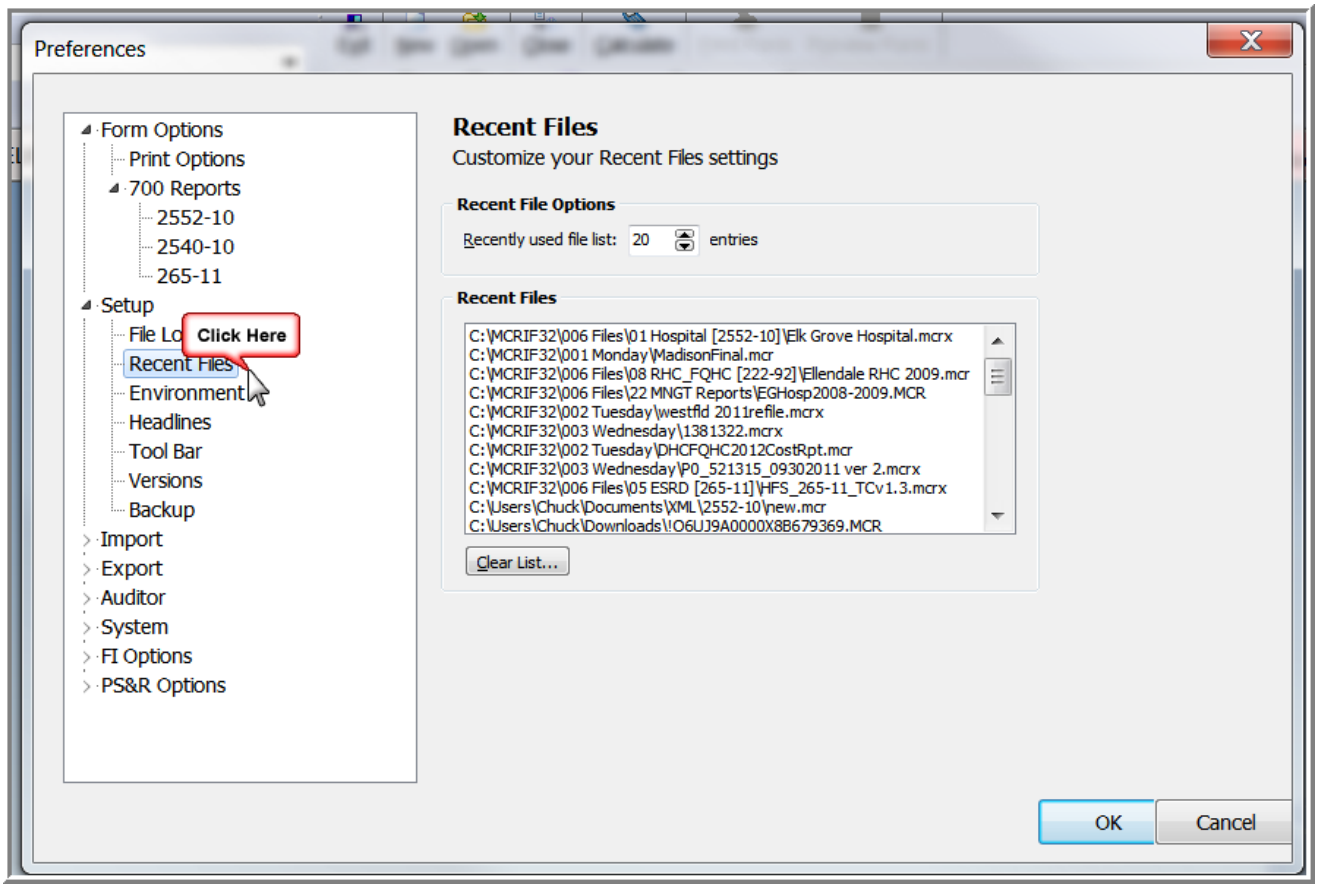

Enter the number of recently used files you want to be displayed when you select **Recent Files** from the **File** menu. You will see a list of the most recently used files. To clear the list and start building a new list as you open more files, click the **Clear List** button.

Environment

Select **Environment** to configure **Environment** options.

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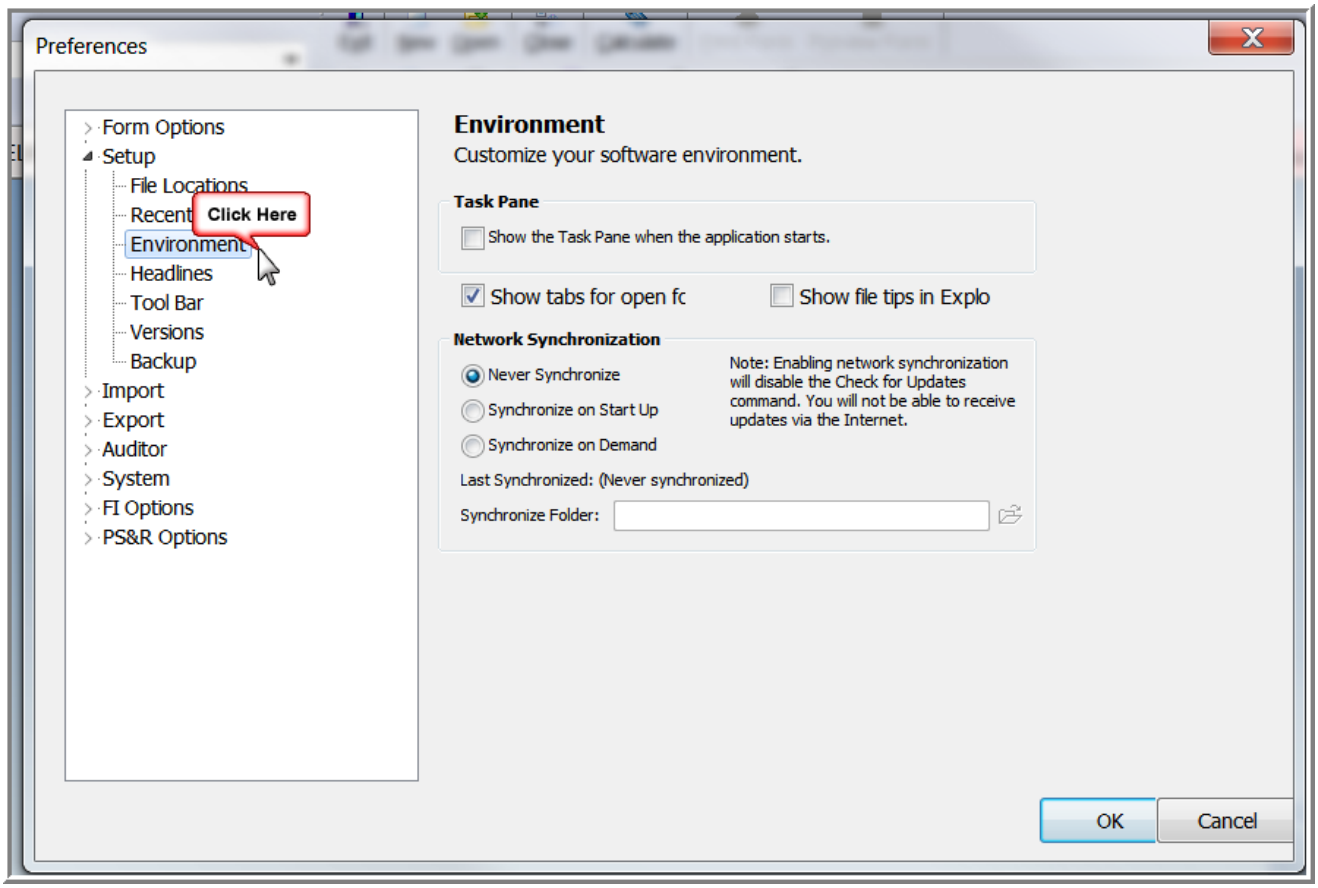

You can choose to:

- display the **Task Pane**
- **Show tabs for open forms**
- **Show file tips in Explorer.**

Netsync

This screen is also where you configure **Netsync** options. (See chapter 2 for a complete explanation of these options.)

Headlines

Select **Headlines** to customize the visible **Headlines** in the **Task Pane**.

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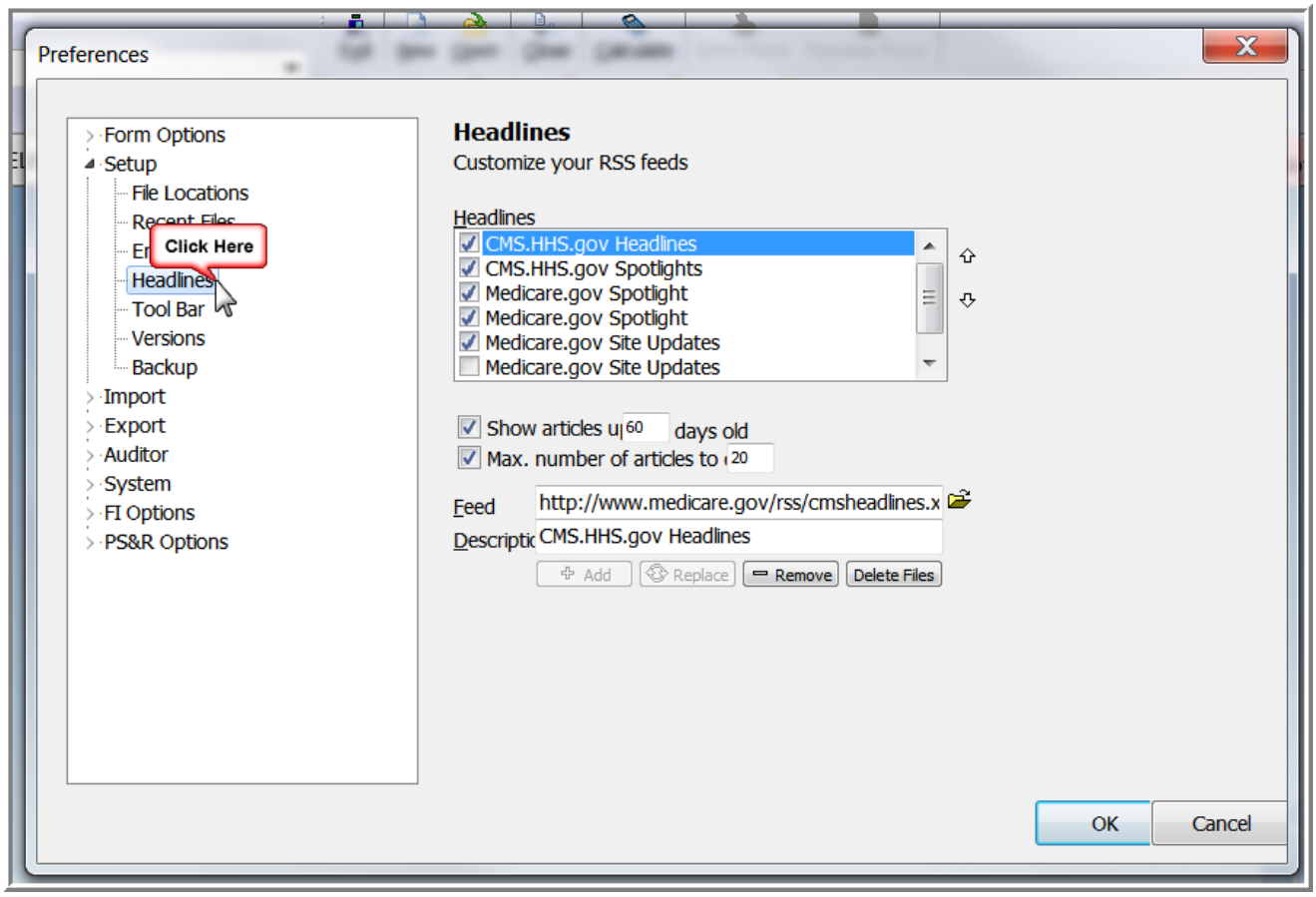

Scroll through the list of available RSS feeds and click to select or deselect items in the list. Click to enable the option to filter out articles by date, and then enter the number of days before articles are no longer shown. Select the option to limit the maximum number of displayed articles and then enter the maximum number of articles to allow.

Toolbar

Select **Toolbar** to customize the toolbar at the top of the User Interface.

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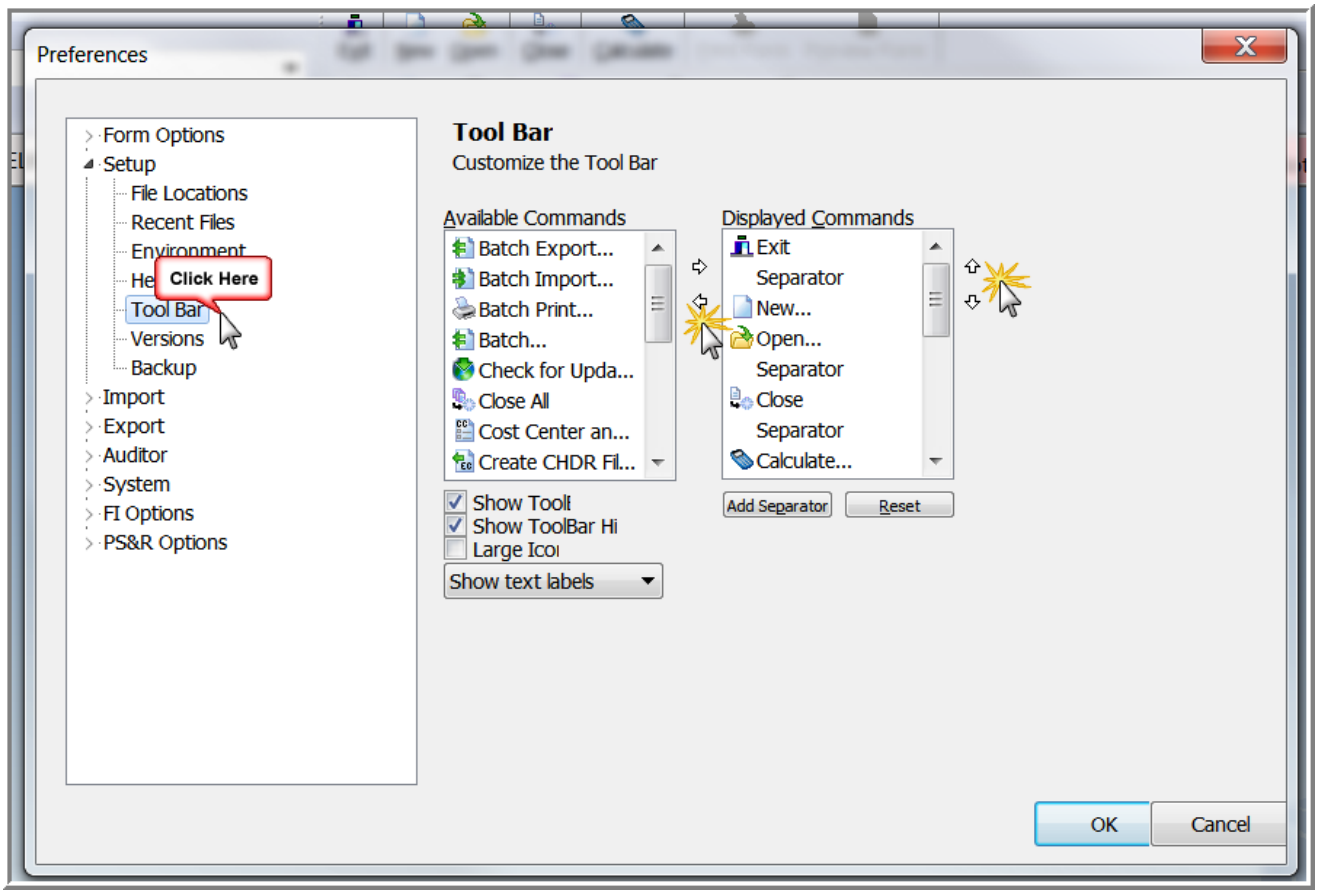

The first of the two lists contains all **Available Commands** that may potentially be used on the Toolbar. The second list contains only **Displayed Commands. Displayed Commands** are the commands that are currently assigned to and appear on the Toolbar. To add items to the Toolbar, select an item in the list of **Available Commands**. Then click the Right Arrow button to move the selected command from the **Available Commands** to the **Displayed Commands**. To remove items from the Toolbar, select an item from the list of **Displayed Commands** and click the Left Arrow button to remove the selected item from the Toolbar and move it onto the list of **Available Commands**.

Versions

Select **Versions** to customize the way files are converted or not converted.

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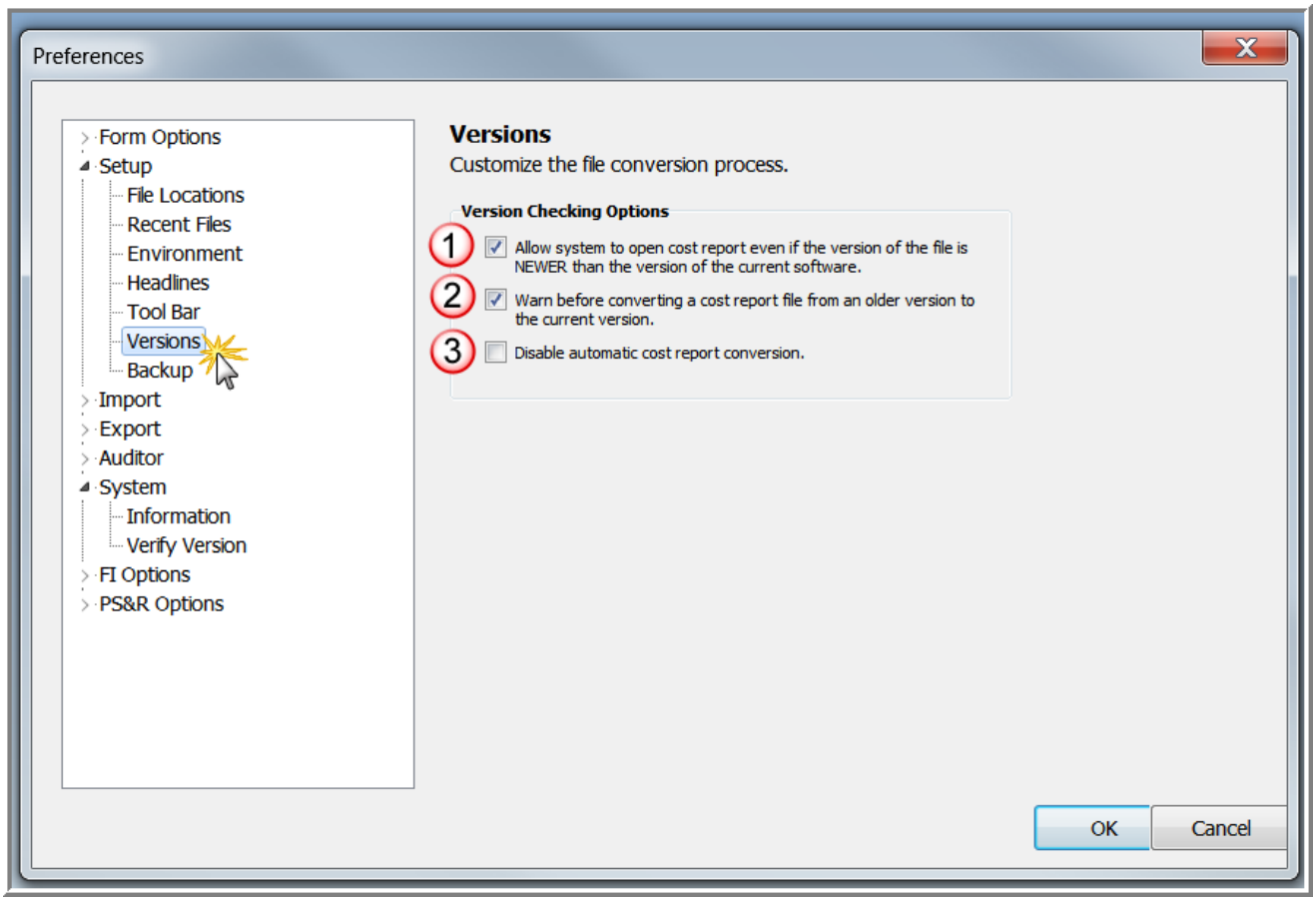

Select any or all of the three options available. The first option causes the software to open cost report files created with newer versions of the software. The second options enables an onscreen warning before the software converts a cost report file from an older version to a newer version. The third option disables automatic cost report file conversions.

Backup

The of the **Setup** screens controls how backups will be performed. Select **Backup** to see the three **Backup** options.

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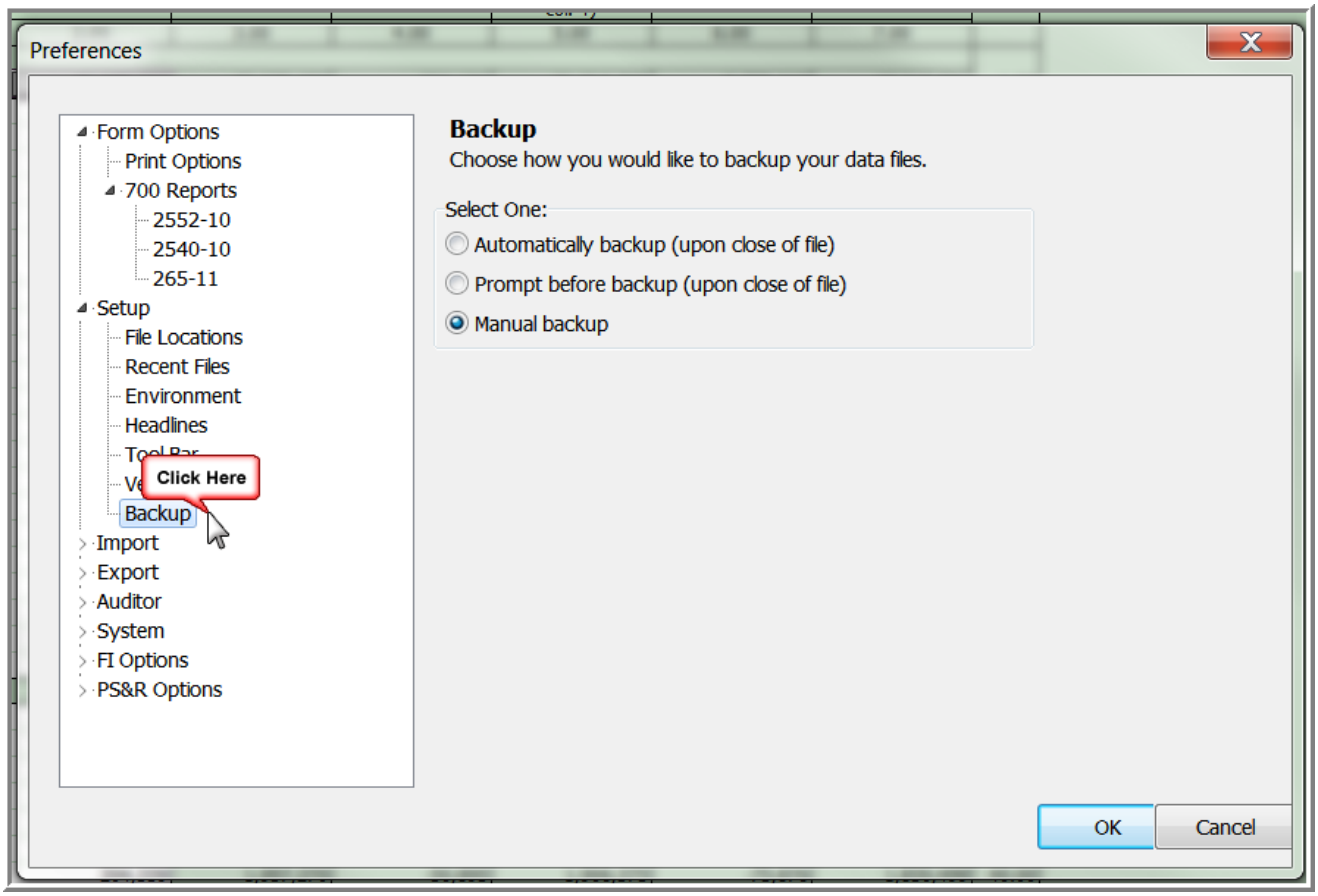

You can chose one of the three options that determine when backups are performed. The first option is **Automatically Backup (upon close of file).** The second option is **Prompt before backup (upon close of file).** This option also backs up whenever you close your files, but will prompt you first so you can confirm that you want to perform the backup. The third and final option is the **Manual backup** option.

Note: To perform a backup manually you must select the third option and click **OK** to close the **Preferences** screen. Then, on the **File** menu, select **Backup**. Enter the destination folder where you want the backup files to be copied. Next, select the types of associated files you want to include in the backup. Click **OK** and the backup will be performed and copies of your cost report file and related files (if you selected related files to be backed up) will be in the backup folder you specified.

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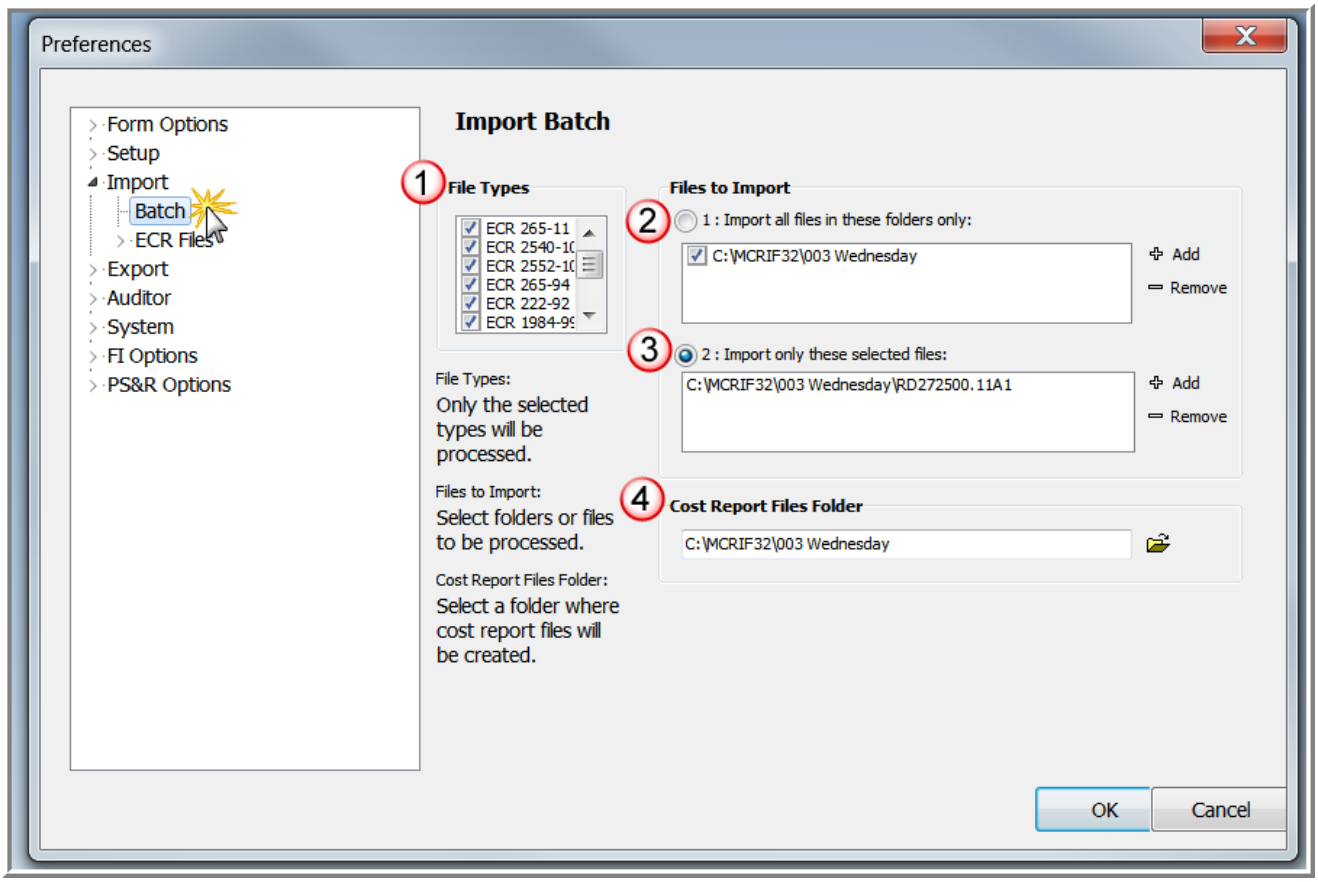
4.4.3 Import and Export Options

Click to open **Import** and select **Batch** to setup preferences for Batch Imports of ECR files.



Follow these steps to Import Batch ECR files.

1. Select the **File Types** you want to import. Then select files or file locations as described in 2 or 3, below. You cannot select both. The next two options are mutually exclusive.

2. Specify the folders that ECR files will be imported from.

   a. Add to the list of folders by clicking the **Add** button.

   b. Remove folders from the list by selecting a folder and clicking the **Remove** button.

3. Identify ECR files to import.

4. Select the output folder for the cost report files created during the Batch Import. Click **ECR Files** to set additional options for ECR Import. You can select cost report subsystems and set options for each type of cost report file. These options include printing various reports and the destination for the reports.

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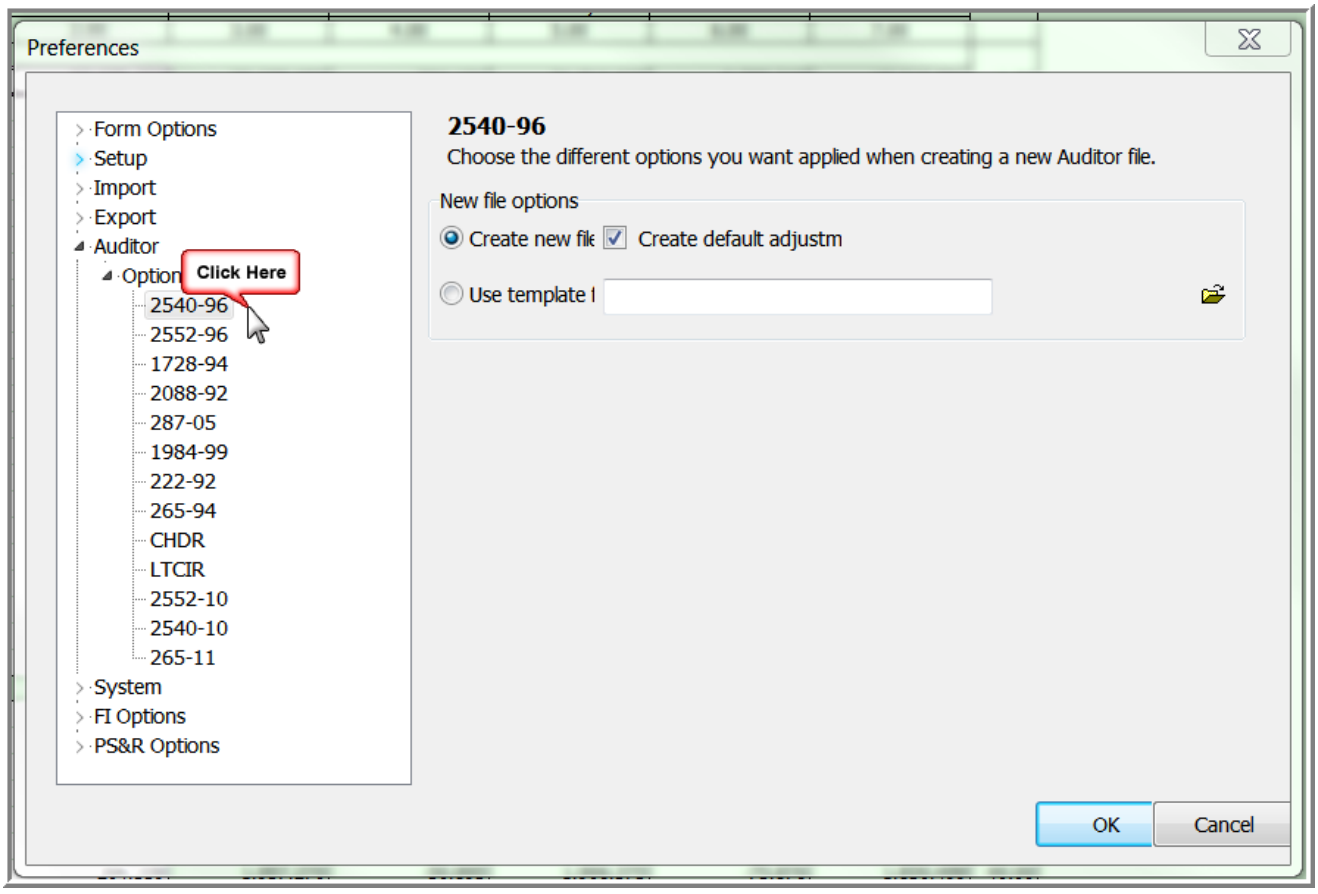
Batch Export

The **Export** options apply to HCRIS files only and therefore this is a section that does not apply to cost report preparers.

4.4.4 Auditor Options

Select **Auditor** and then **Options** to see the list of cost report systems for setting Auditor options. Select a cost report system from the list.



In this screen shot the **2540-96** system is selected from the list. The Auditor preferences screen for 2540-96 becomes visible. These options control how the new .Auditor file is created when a cost report file is used with the Medicare Auditor feature for the first time. There are two options. Create the new, blank or empty .Auditor file. There will not be any adjustment in the .Auditor file unless you select the **Create default adjustment** checkbox. Select that option and the new .Auditor file will be created and populated with three default main audit adjustments. Alternatively, you can have three default adjustments populate your new .Auditor file.

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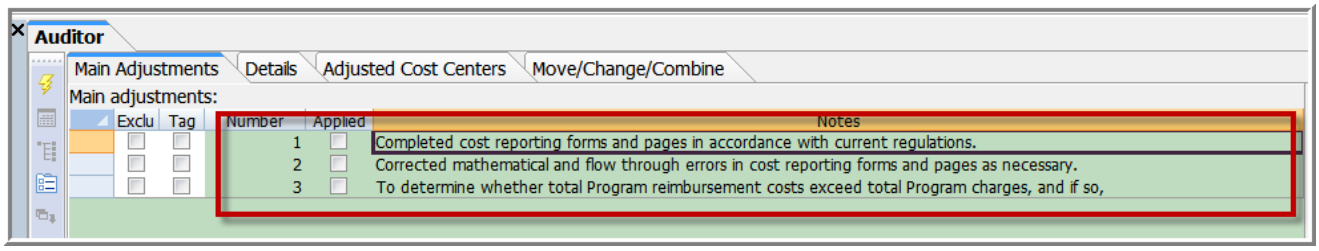

In the screen shot shown above, the new Auditor file was created with the option to create the default adjustments selected. The items enclosed in the red box are the three default adjustments that are automatically created when this option is selected. These options are more commonly used by Medicare auditors, but they are also used by cost report preparers.

The other option is to use a template file when the new .Auditor file is created. The template file may contain many or no main and detail adjustments. Whatever is present in the template file will be used to populate your new file.

See also: Auditor Options & Utilities

4.4.5 System Options

The next series of screens are available under **System**. Select System and you will see two items: **Information** and **Verify Version**. Click **Information** to view the **System Information** screen.

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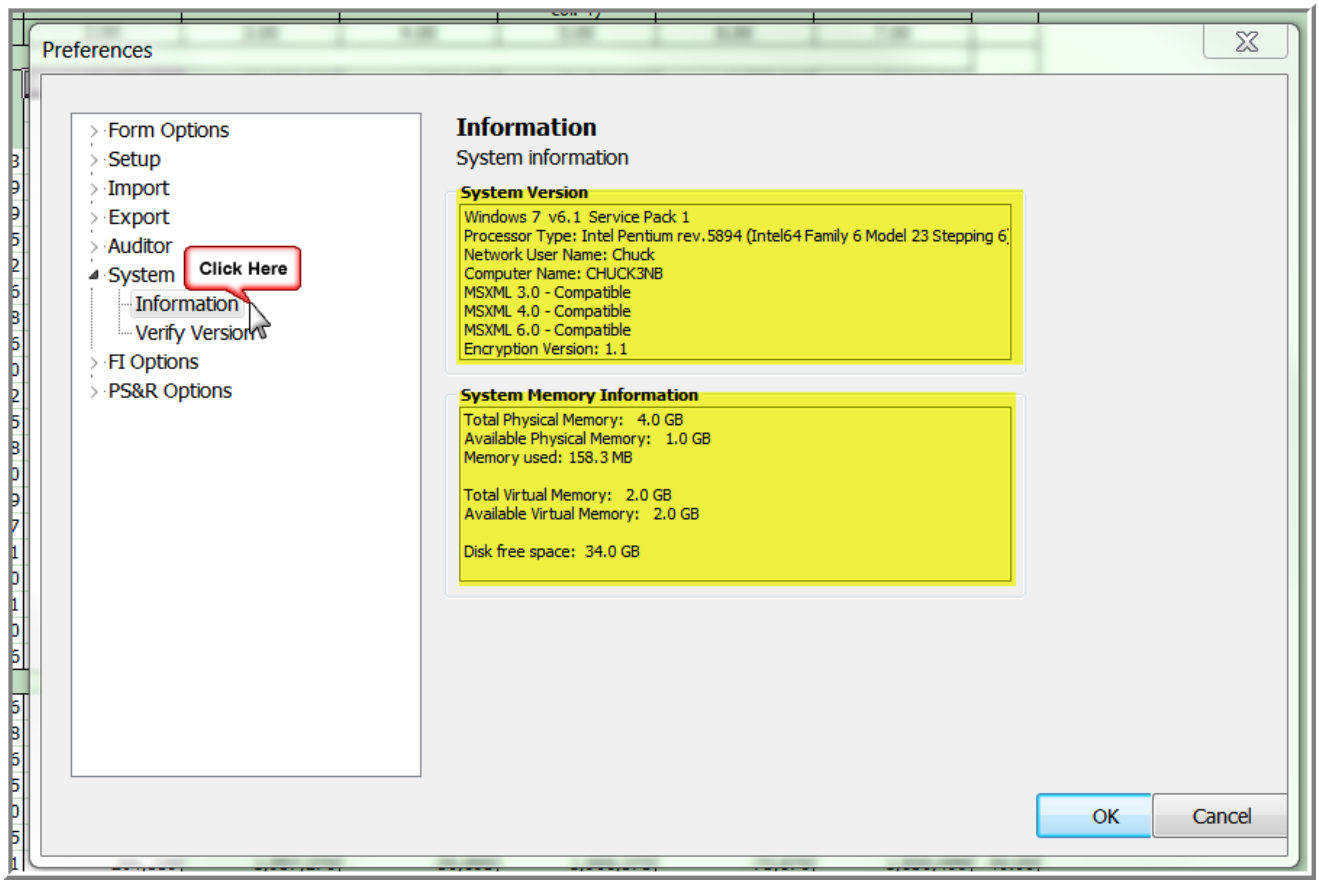

This screen is used for diagnostic purposes by HFS support staff. The yellow highlighted areas contain important information about your computer and the software installed on it.

Another diagnostic tool is accessed by choosing **Verify Version**.

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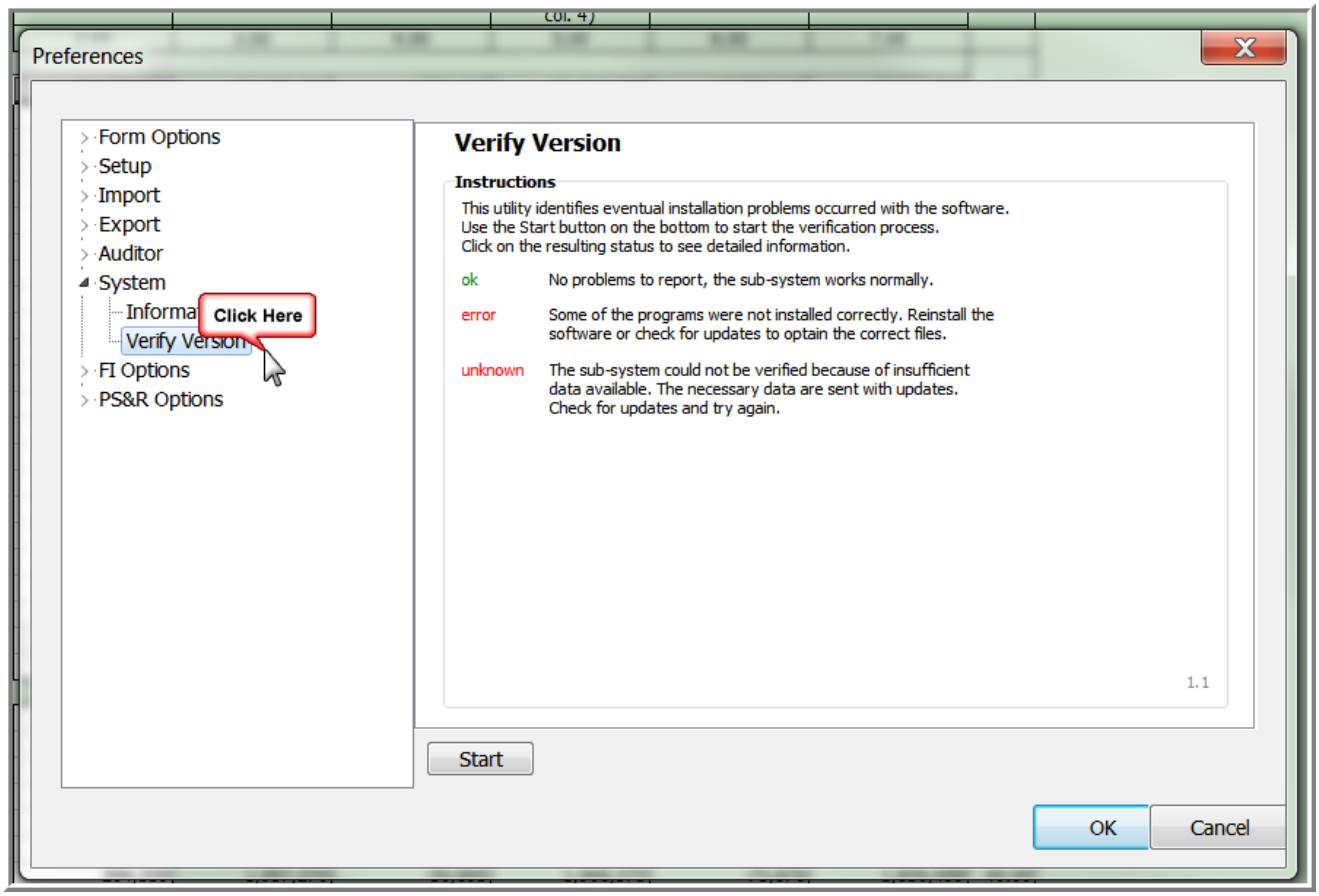
Preferences
Form Options
Setup
Import
Export
Auditor
System
Informa
Click Here
Verify Version
FI Options
PS&R Options
Verify Version
Instructions
This utility identifies eventual installation problems occurred with the software.
Use the Start button on the bottom to start the verification process.
Click on the resulting status to see detailed information.
ok
No problems to report, the sub-system works normally.
error
Some of the programs were not installed correctly. Reinstall the software or check for updates to optain the correct files.
unknown
The sub-system could not be verified because of insufficient data available. The necessary data are sent with updates. Check for updates and try again.
1.1
Start
OK
Cancel

This is the introductory screen that describes the Verify Version utility. Click the **Start** button to run **Verify Version**.

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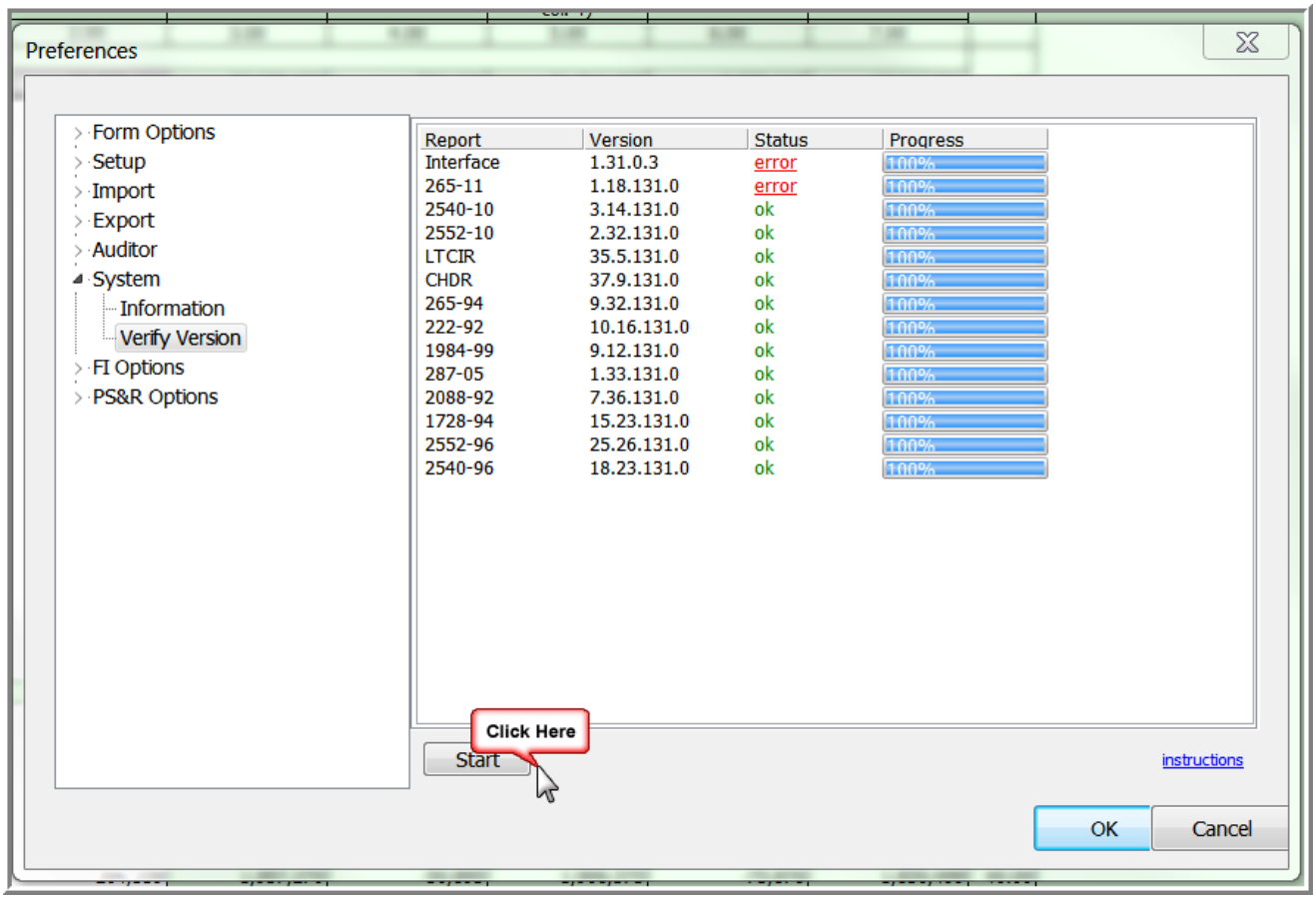

Verify Version will check all HFS cost report software subsystems for errors and indicate, in the status column, the condition of the software subsystem. In this example, there were errors detected in the Interface program and the ESRD 265-11 program. To see details about the error detected, click on error. To return to the first screen and see the instructions, click instructions.

4.4.6 FI Options

As the name indicates, this section is not intended for use by cost report preparers.

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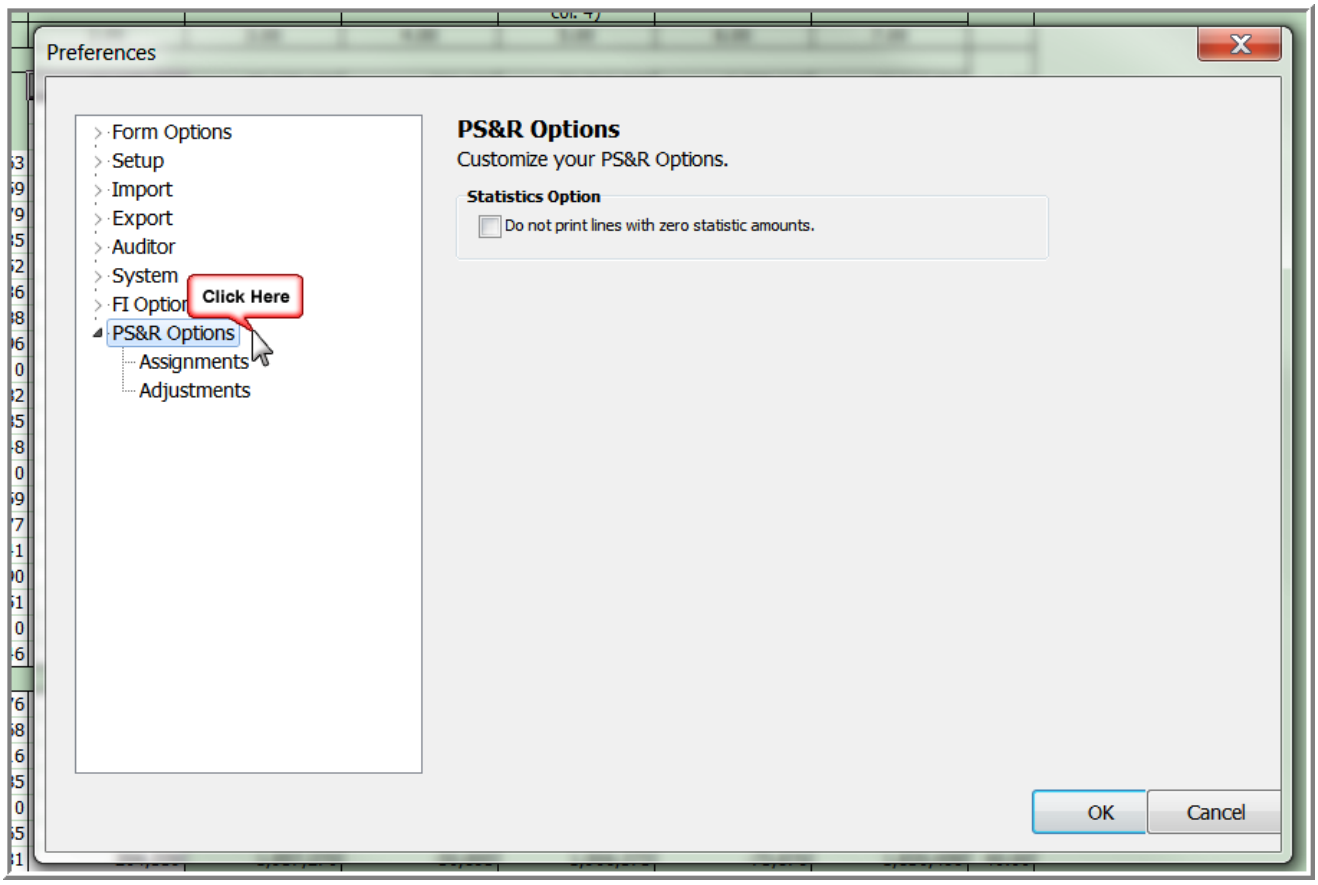
4.4.7 PS&R Options

Select **PS&R Options** to configure preferences for the PS&R feature.



The only option available on the PS&R Options screen is "**Do not print lines with zero statistic amounts**."

Click **Assignments** to see the PS&R Assignments options.

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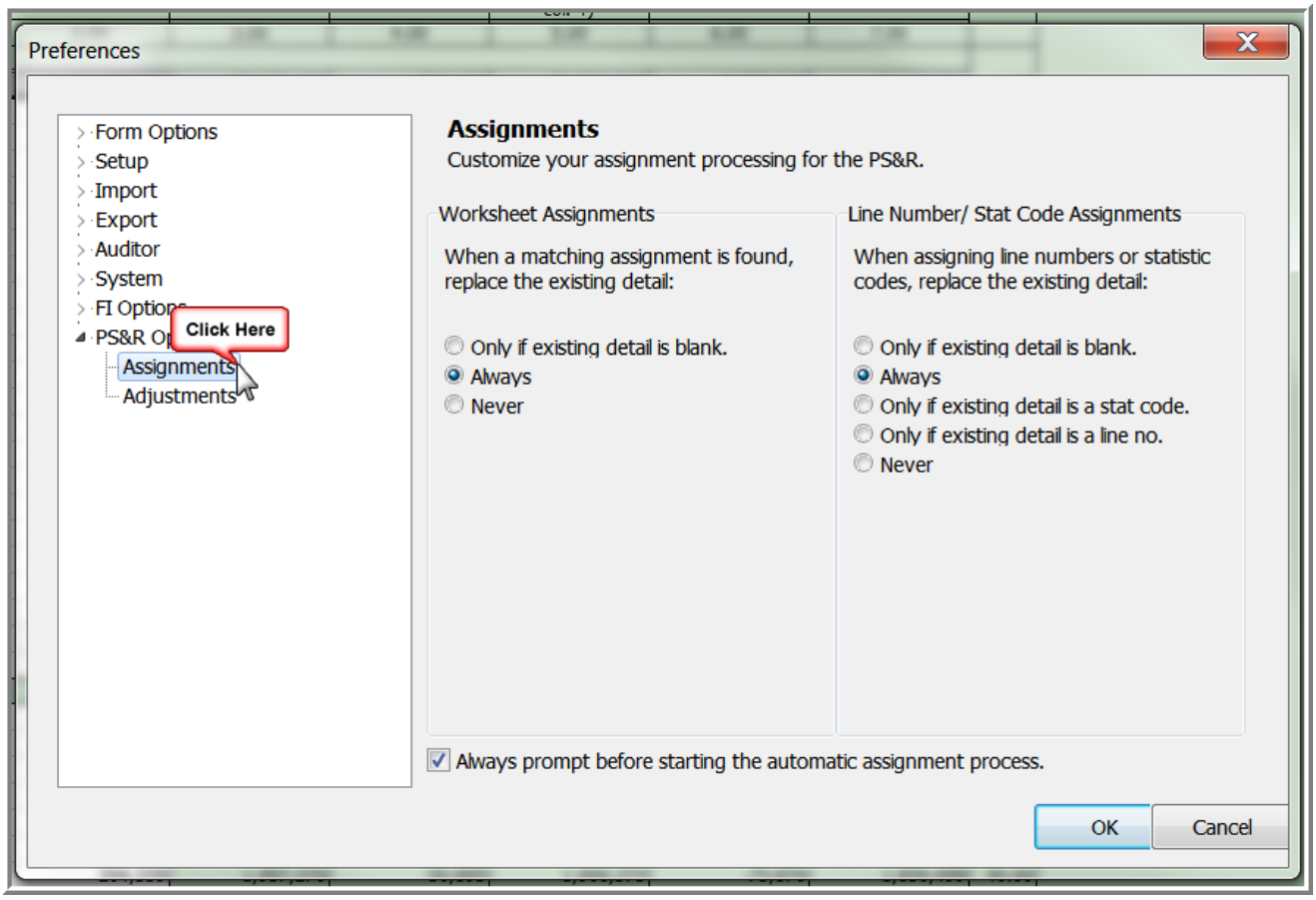

There are two categories of options regarding the behavior of worksheet assignments. The first option controls what happens when PS&R data is assigned to a worksheet and there is already an existing PS&R assignment for the same worksheet, line, column etc. You can replace the existing detail:

- Only if the detail is blank
- Always
- Never.

The next series of options relates to what happens when line numbers and statistic codes are assigned to PS&R report data. Your choices are to replace the existing detail data:

- Only if existing detail is blank
- Always
- Only if existing detail is a stat code

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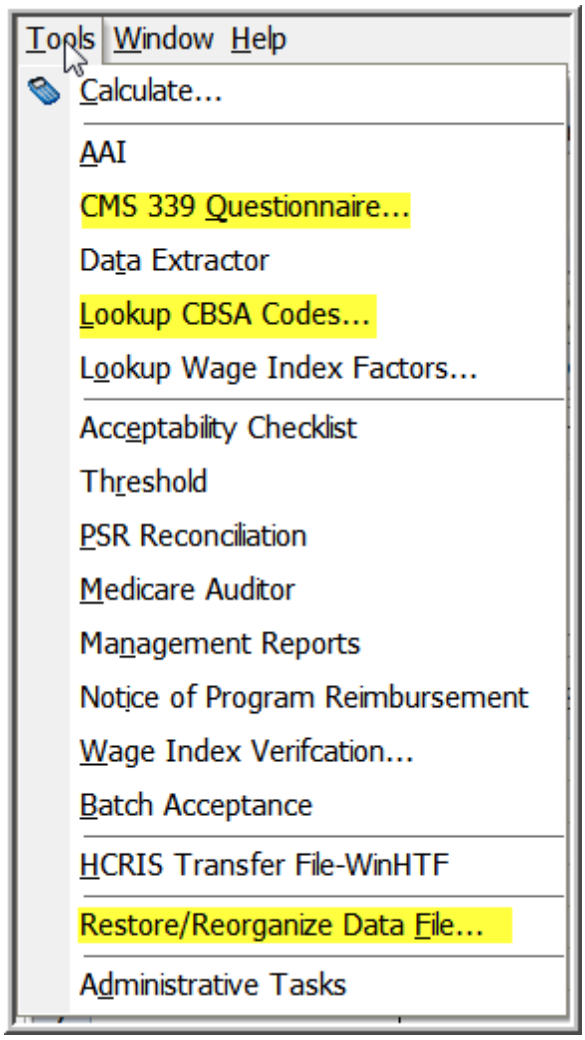
- Only is existing detail is a line no.
- Never.

The last set of options for the PS&R controls the behavior of Audit adjustments exported to the PS&R as worksheet assignments. These options are for use by Medicare Auditors and are not used by cost report preparers.

4.5 The Tools Menu

There are many powerful features on the Tools menu.



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Most of the features that are started from the links on the **Tools** menu are discussed in other parts of this manual or in other publications. This section will discuss those features and utilities that are not discussed elsewhere. (See items highlighted in screen shot, above.) Specifically, this section briefly discusses these items:

- CMS 339 Questionnaire;
- Restore/Reorganize Data File;
- CBSA Lookup Tool.

4.5.1 CMS 339 Questionnaire

The CMS 339 must be submitted with each Medicare cost report (with the exception of the 287-05). On the **Tools** menu select **CMS 339 Questionnaire** to open the CMS 339 Questionnaire. When you open the 339 for the first time for any cost report the software creates a separate file with the same name as your cost report data file, but it has a file name extension of .xprq. There are six exhibits in the 339 for the HHA, Hospice, and CMHC. In the 2552-10, 2540-10 and 265-11 systems, the 339 questionnaire is now incorporated into the cost report on Worksheet S-2, Part II. We continue to have the 339 option under **Tools** for the two exhibits in the 339 in the 2552-10, 2540-10 and 265-11 systems. You can complete all exhibits using the software. When you open the 339 for the first time you will see this dialog box.

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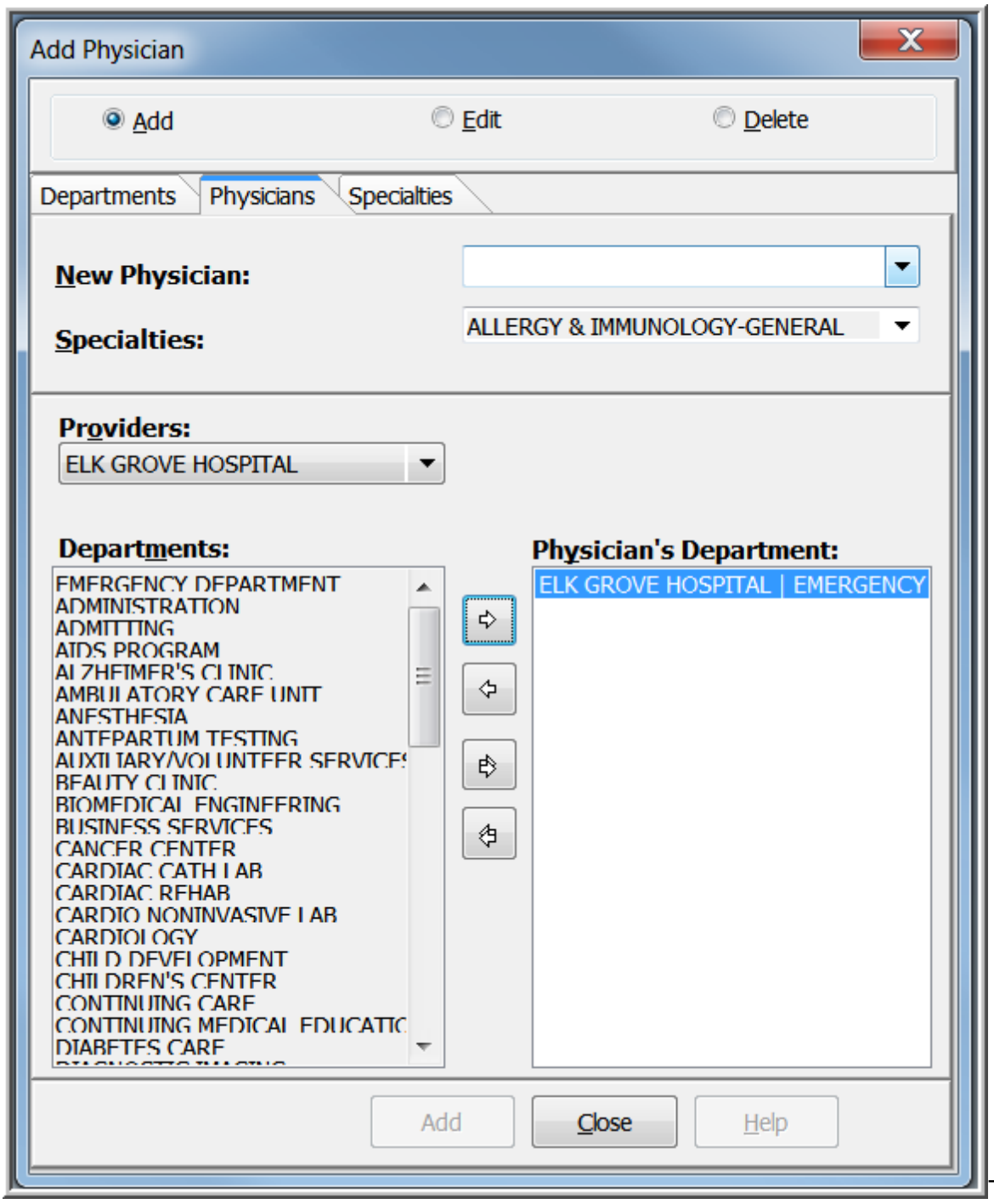

To enter data in the 339 you must first setup Departments, Physicians and Specialties.

In each of the three tabs, you can also select **Edit** or **Delete**. Using these options you can **Edit** or **Delete Departments**, **Physicians** and **Specialties**. When finished, click **Close** to return to the 339 Exhibits.

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When finished you must print the 339 exhibits. The 339 exhibits are not part of the ECR file and therefore they must be printed and submitted with the rest of your cost report.

4.5.1.1 Add Physicians

In this example, the Physicians tab is selected. The Emergency Department is populating the **Physician's Department** box. To populate the box with a Department, you select a Department form the **Departments** list on the left. When you select a Department it will be highlighted. Click the **right arrow** to move the selected Department into the **Physician's Department** box. You can move multiple Departments in to the list. You can move Departments back and forth between the boxes by clicking the left and right arrows. If you select multiple departments at the same time, you can move them all using the move multiple left and right arrows, located beneath the regular arrows.

After you select the Department, you need to enter the physician name in the **New Physician** list box. In a new 339 file the list will be empty. As you add physicians their names will populate the list and can be chosen from the list.

Before you can actually add the physician you must also select his or her specialty. Select a specialty from the **Specialty** list. When you have data in the New Physician field, the Specialty field and the Physician's Department field, the **Add** button will be enabled.

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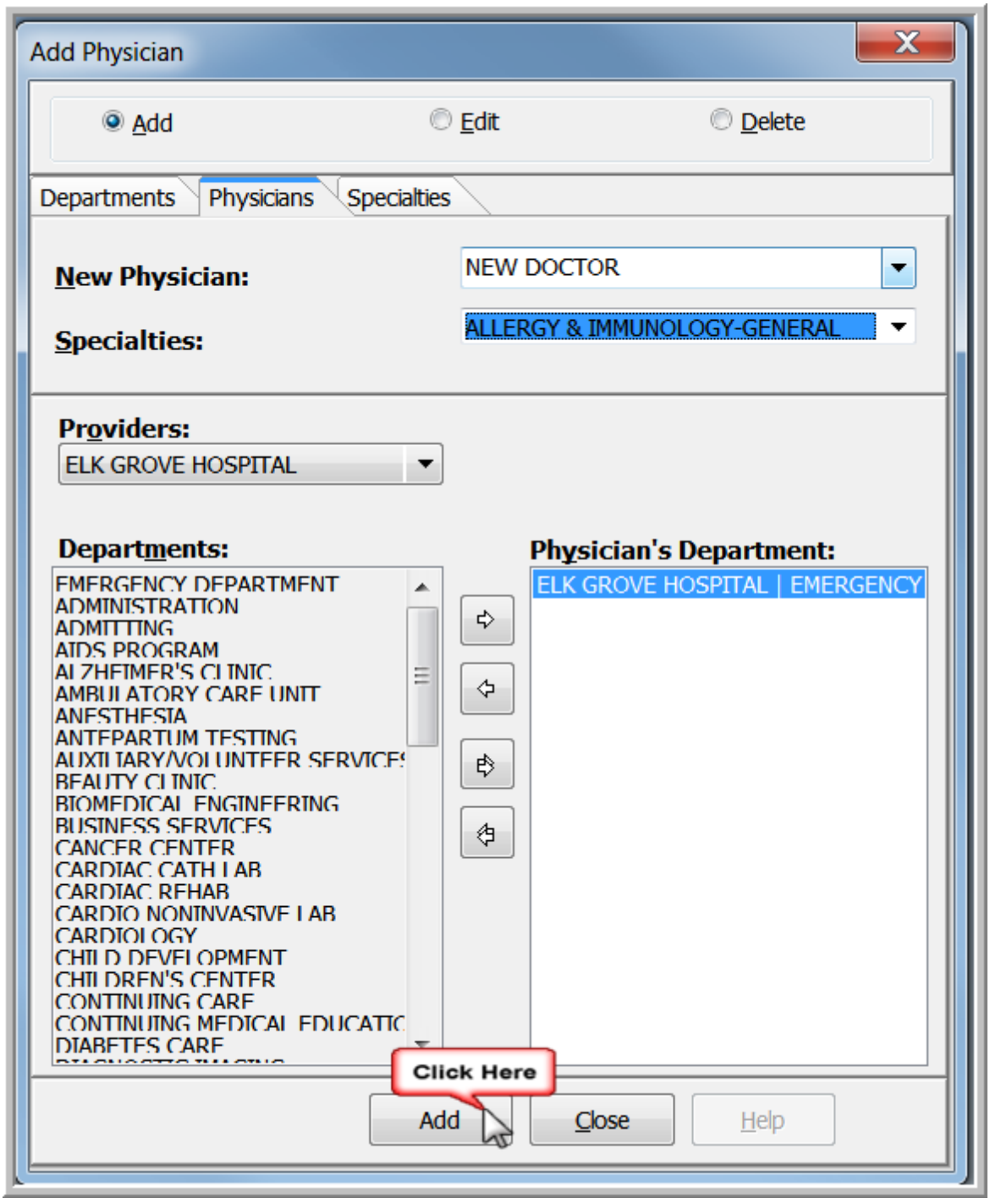

Click **Add** to add the physician. Repeat the process as needed to add more physicians.

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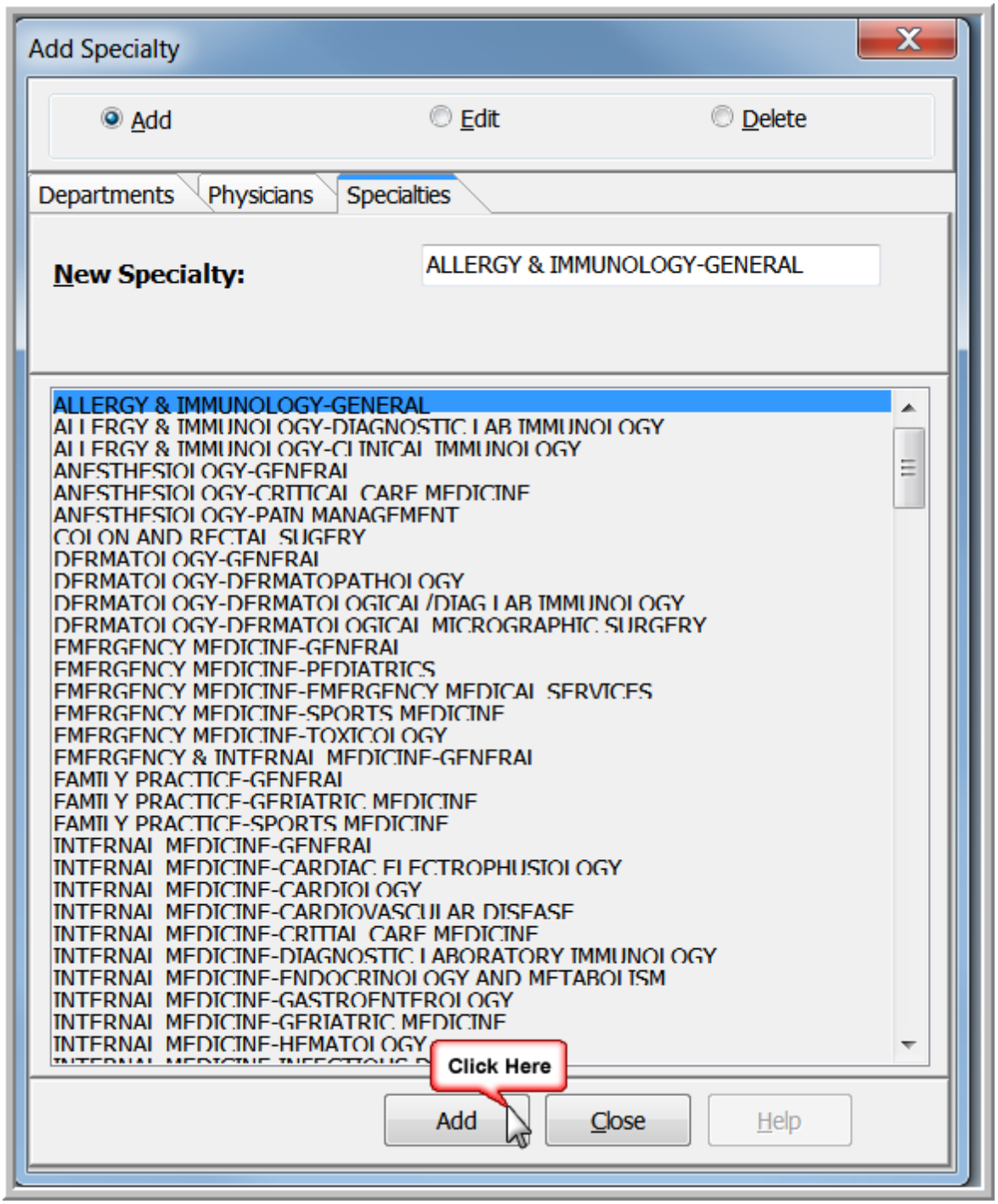
4.5.1.2 Add Specialty

Select the **Specialties** tab to add a Specialty. The **Add Specialty** dialog box appears.



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Select a Specialty from the list of Specialties. If you don't find the Specialty you want, you can enter the name of the Specialty in the **New Specialty** box. Click **Add** to add the selected Specialty or the new Specialty.

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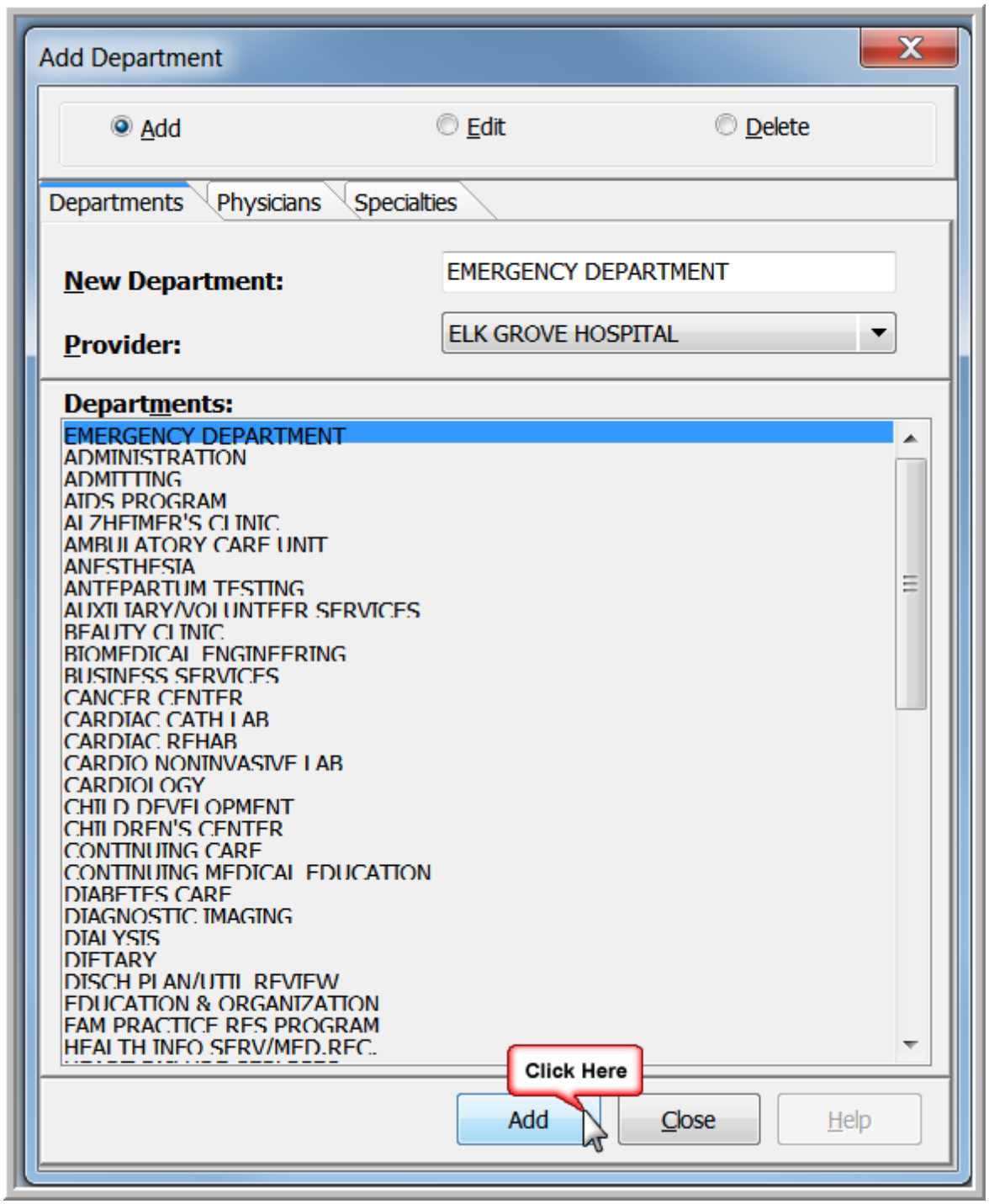
4.5.1.3 Add Department

Click on the **Departments** tab to see the **Add Department** dialog box.



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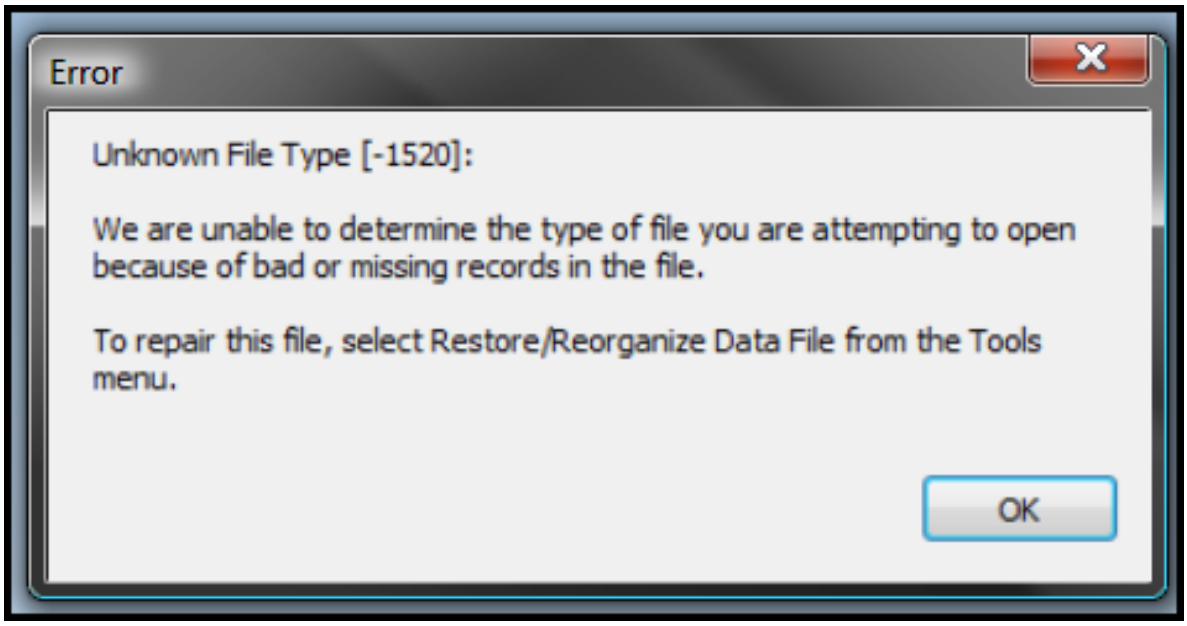
In this example the Emergency Department was selected and the **Provider** was already filled in. When the **Department** was selected, the **Add** button was enabled. Click **Add** to add the Department.

4.5.2 Restore/Reorganize Data File

From time to time cost report files are damaged and cannot be opened. This utility is not for use on .mcrx files. The new .mcrx file format is not susceptible to corruption errors, unlike the Cobol-based .mcr files. This utility only works with .mcr files. When you try to open a corrupted cost report file you will see a "-1520" error message like the one depicted below.


Error
Unknown File Type [-1520]:
We are unable to determine the type of file you are attempting to open because of bad or missing records in the file.
To repair this file, select Restore/Reorganize Data File from the Tools menu.
OK

As the message states, this error can be resolved by running the Restore/Reorganize utility on the damaged file. To use this feature click **Tools** and select **Restore/Reorganize Data Files**. In the **Select File to Restore** dialog box, highlight the damaged file and click Open. The process is very fast. It takes only a few seconds. When the procedure is finished, you will see the following message.

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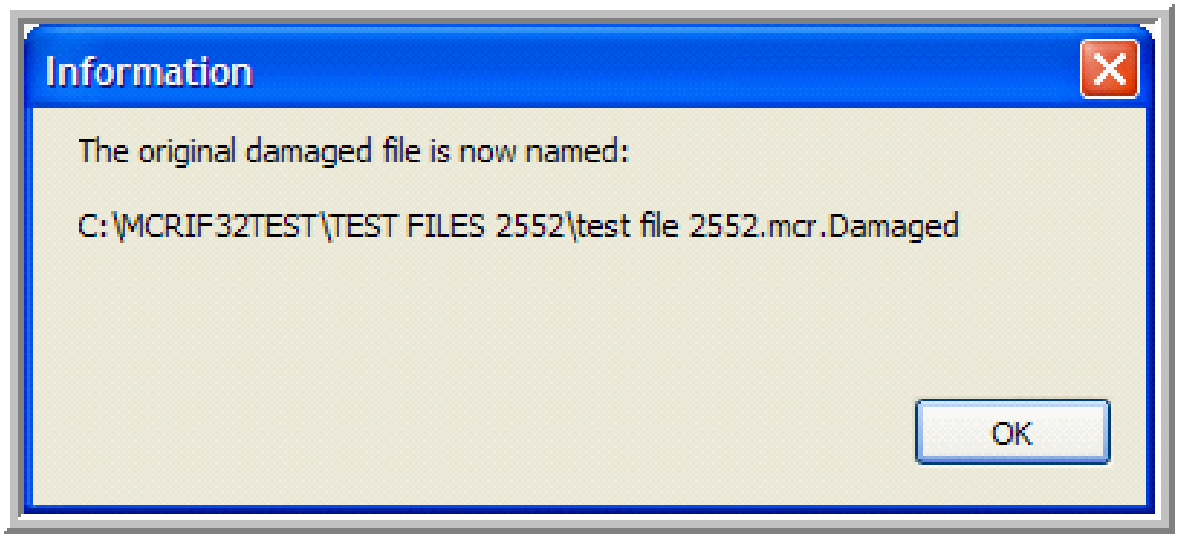

After clicking **OK**, reopen the cost report file, and the problem should be resolved. If the message you see indicates that the file was not restored, or if the file still won't open, you should e-mail your .mcr file to our support email address (support@hfssoft.com) and we will try to fix your file for you.

4.5.3 CBSA Lookup Tool

The CBSA lookup tool will find any CBSA number in the United States. To find a particular CBSA code you need to select the name of the County and the State from the two list boxes. The CBSA Lookup Tool will find the corresponding CBSA code and display it. The Tool will also retrieve and display the Old MSA Code and the Old MSA Name. The MSA Codes are no longer used in the cost reports, and these items are for reference only.

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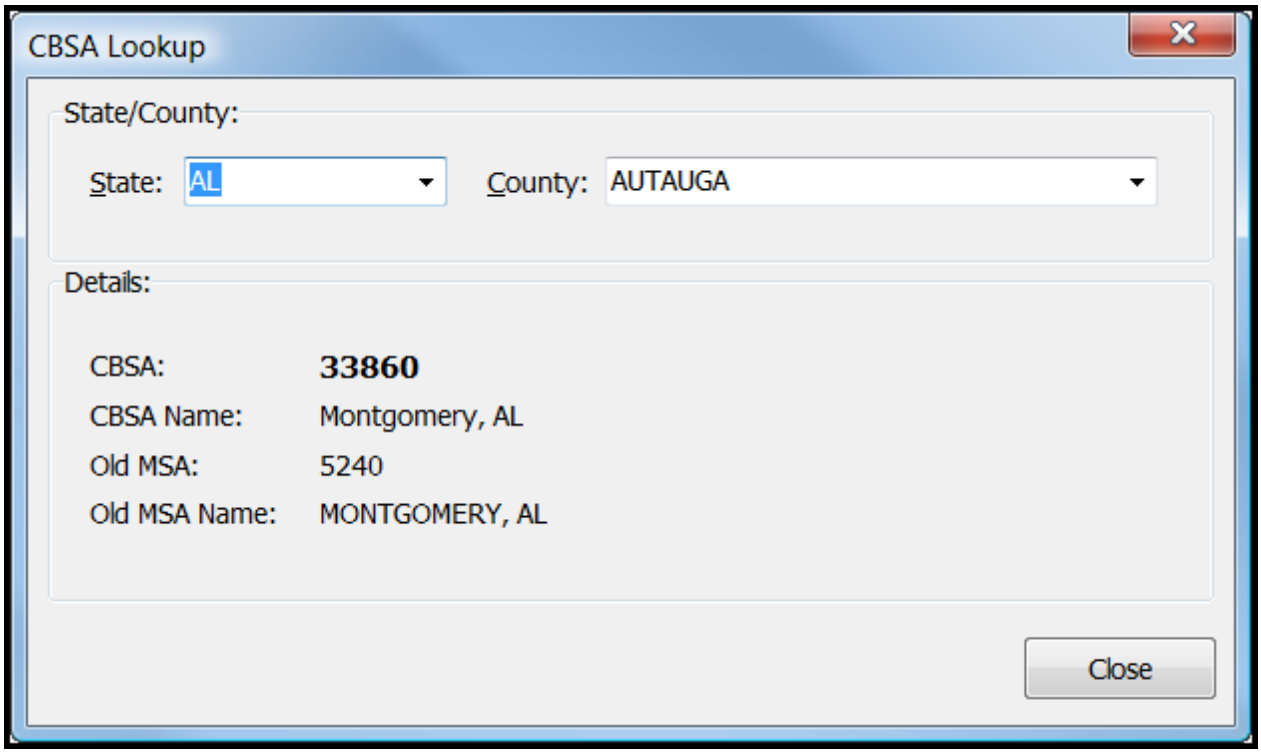

Some CBSA codes are two digit numbers. In the cost report you must input a five digit CBSA code. When you enter your CBSA code in the cost report and a two digit code was returned by the Lookup Tool, precede the two digits with three nines (999). For example, if the displayed CBSA code is "01", you would enter "99901" for your CBSA code in your cost report.

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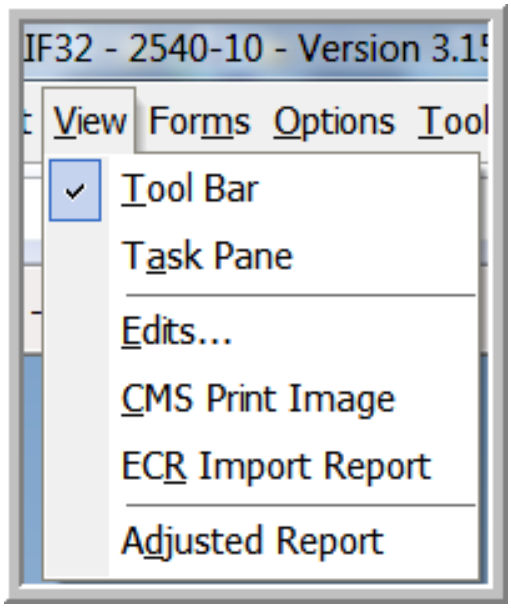
4.6 The View Menu

There are certain options under **View** to customize the screen and to view certain reports/files.



Clicking on the Toolbar or the Task Pane will simply close or reopen these features. As long as you have calculated a report, clicking on Edits will show the Edit report from the last calculate.

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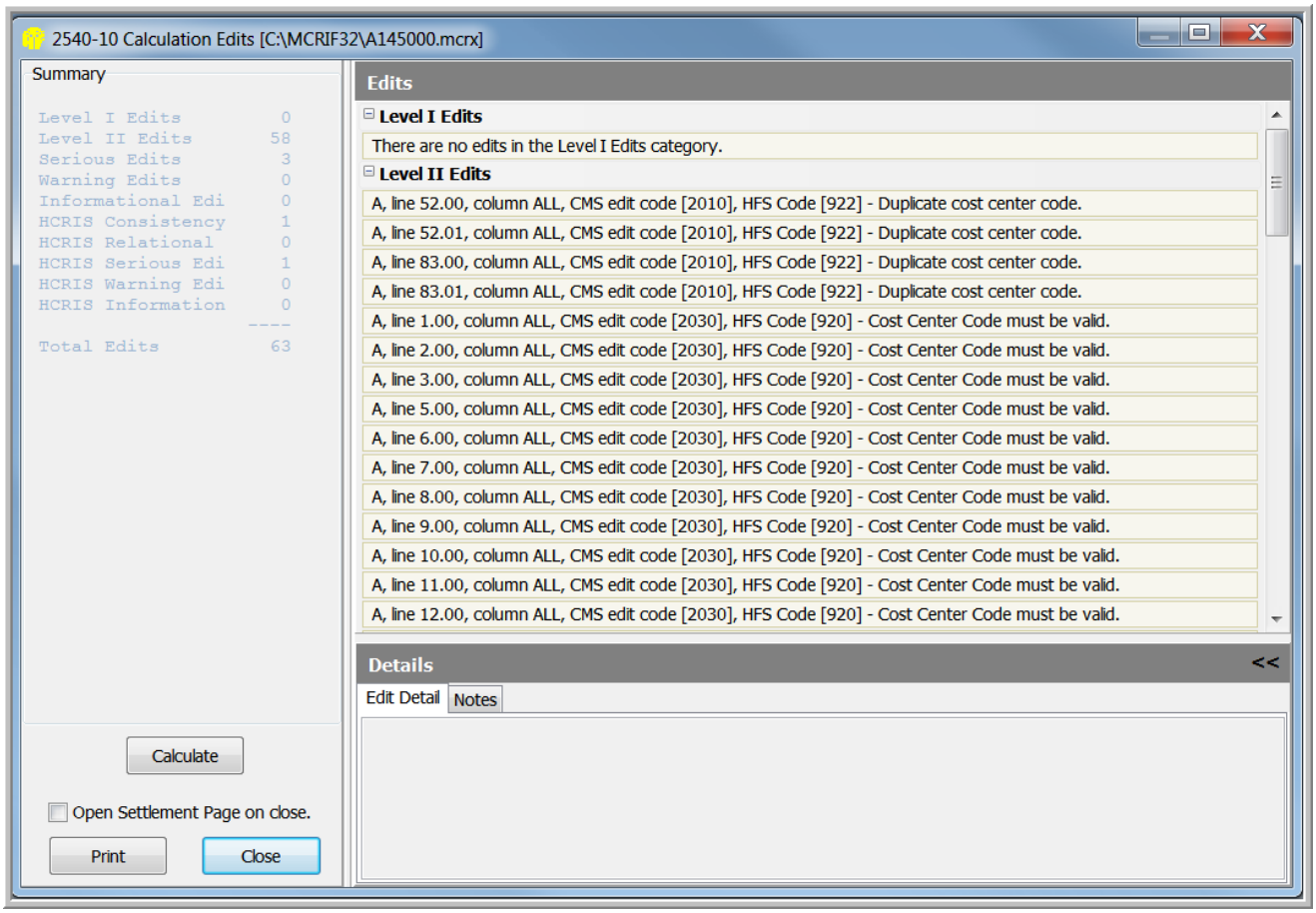
2540-10 Calculation Edits [C:\MCRIF32\A145000.mcrx]
Summary
Level I Edits 0
Level II Edits 58
Serious Edits 3
Warning Edits 0
Informational Edi 0
HCRIS Consistency 1
HCRIS Relational 0
HCRIS Serious Edi 1
HCRIS Warning Edi 0
HCRIS Information 0
Total Edits 63
Calculate
Open Settlement Page on close.
Print
Close
Edits
Level I Edits
There are no edits in the Level I Edits category.
Level II Edits
A, line 52.00, column ALL, CMS edit code [2010], HFS Code [922] - Duplicate cost center code.
A, line 52.01, column ALL, CMS edit code [2010], HFS Code [922] - Duplicate cost center code.
A, line 83.00, column ALL, CMS edit code [2010], HFS Code [922] - Duplicate cost center code.
A, line 83.01, column ALL, CMS edit code [2010], HFS Code [922] - Duplicate cost center code.
A, line 1.00, column ALL, CMS edit code [2030], HFS Code [920] - Cost Center Code must be valid.
A, line 2.00, column ALL, CMS edit code [2030], HFS Code [920] - Cost Center Code must be valid.
A, line 3.00, column ALL, CMS edit code [2030], HFS Code [920] - Cost Center Code must be valid.
A, line 5.00, column ALL, CMS edit code [2030], HFS Code [920] - Cost Center Code must be valid.
A, line 6.00, column ALL, CMS edit code [2030], HFS Code [920] - Cost Center Code must be valid.
A, line 7.00, column ALL, CMS edit code [2030], HFS Code [920] - Cost Center Code must be valid.
A, line 8.00, column ALL, CMS edit code [2030], HFS Code [920] - Cost Center Code must be valid.
A, line 9.00, column ALL, CMS edit code [2030], HFS Code [920] - Cost Center Code must be valid.
A, line 10.00, column ALL, CMS edit code [2030], HFS Code [920] - Cost Center Code must be valid.
A, line 11.00, column ALL, CMS edit code [2030], HFS Code [920] - Cost Center Code must be valid.
A, line 12.00, column ALL, CMS edit code [2030], HFS Code [920] - Cost Center Code must be valid.
Details
<<
Edit Detail
Notes

The CMS Print Image and ECR Import Report will only be available if the open cost report was created by importing an EC file. As long as the ECR file and the PI file are saved in the same folder, when you click the **CMS Print Image** command, the Print Image version of the current worksheet will open.

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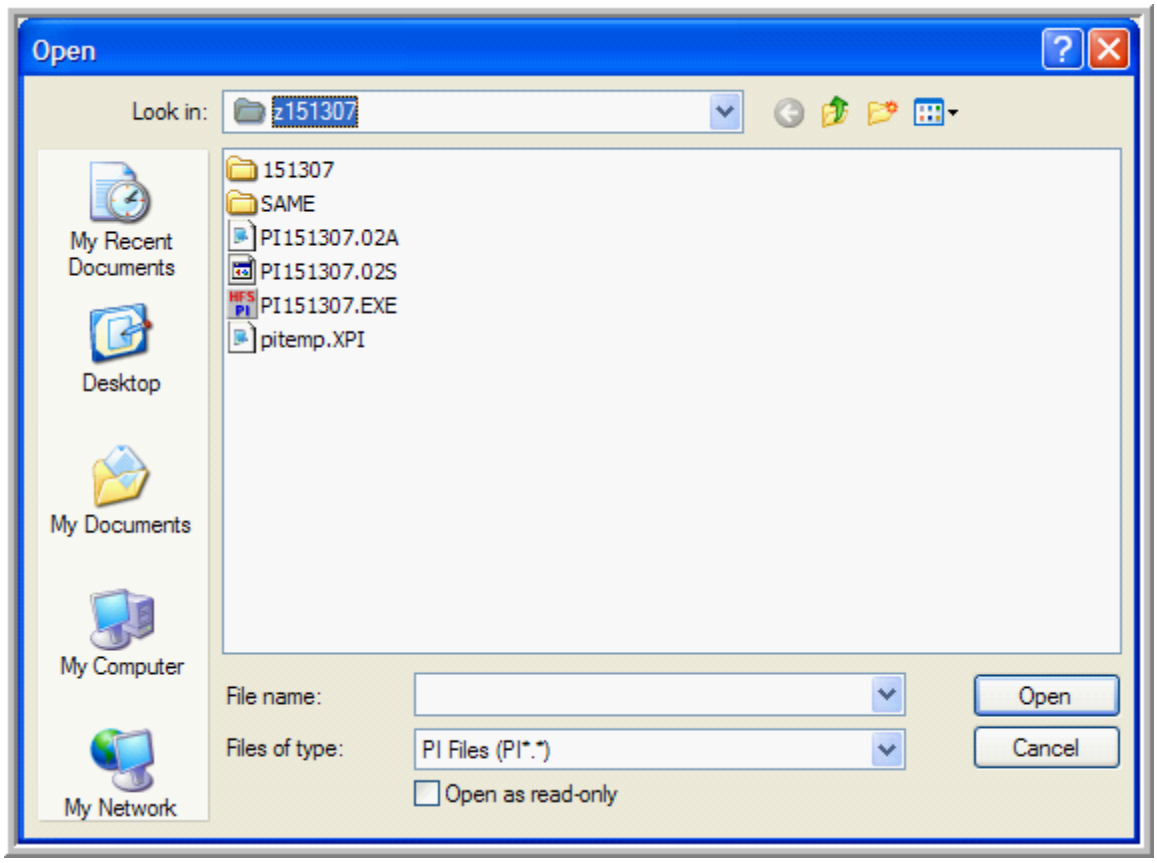
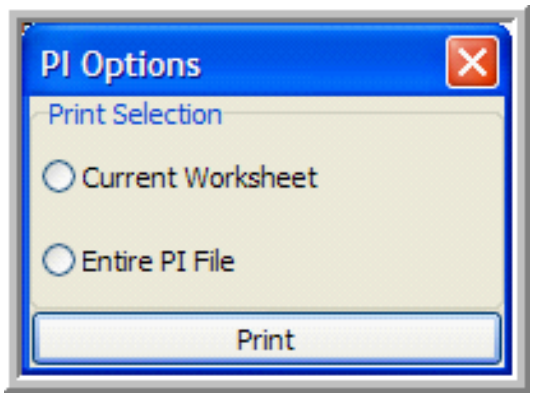


If they are not saved in the same folder, you will be given the option to browse and locate the PI file.



Once the PI File worksheet is open, click on Forms > Print Form and the dialog box shown above will appear. You can print the entire PI File or the active PI worksheet. Select the ECR Import Report command to display a report with information pertaining to the ECR import process.

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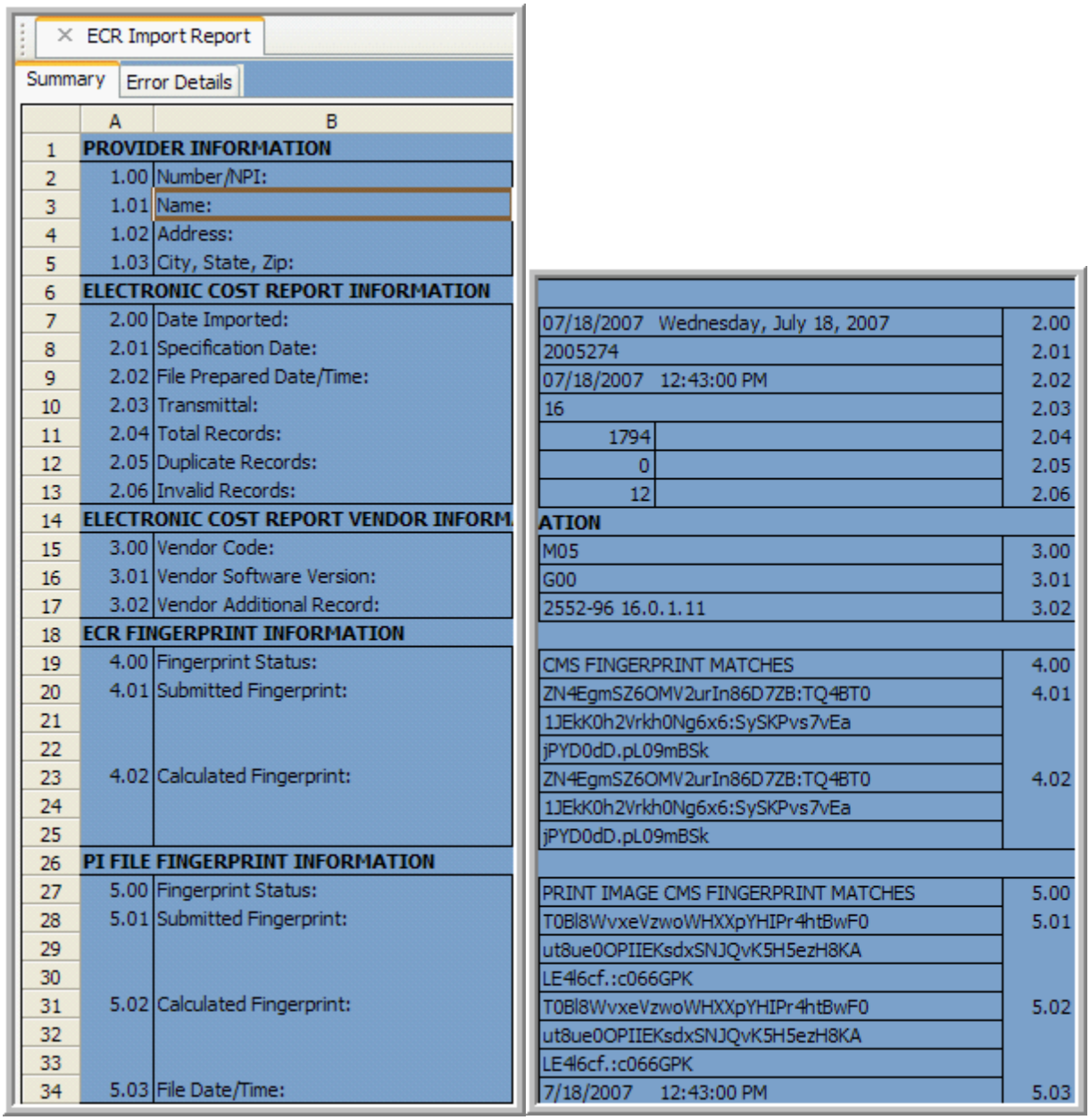

The Adjusted Report view will only be available if you are using the Medicare Auditor feature. To learn more about this feature, please refer to the Medicare Auditor section in this manual.

4.6.1 PI Viewer and Print

You can view the print image of a worksheet from any open worksheet in the cost report if the PI and the ECR files are in the same folder as the cost report file. From within an open worksheet, click on **View** and select **CMS Print Image**. The PI version of the active worksheet will be displayed (see below).

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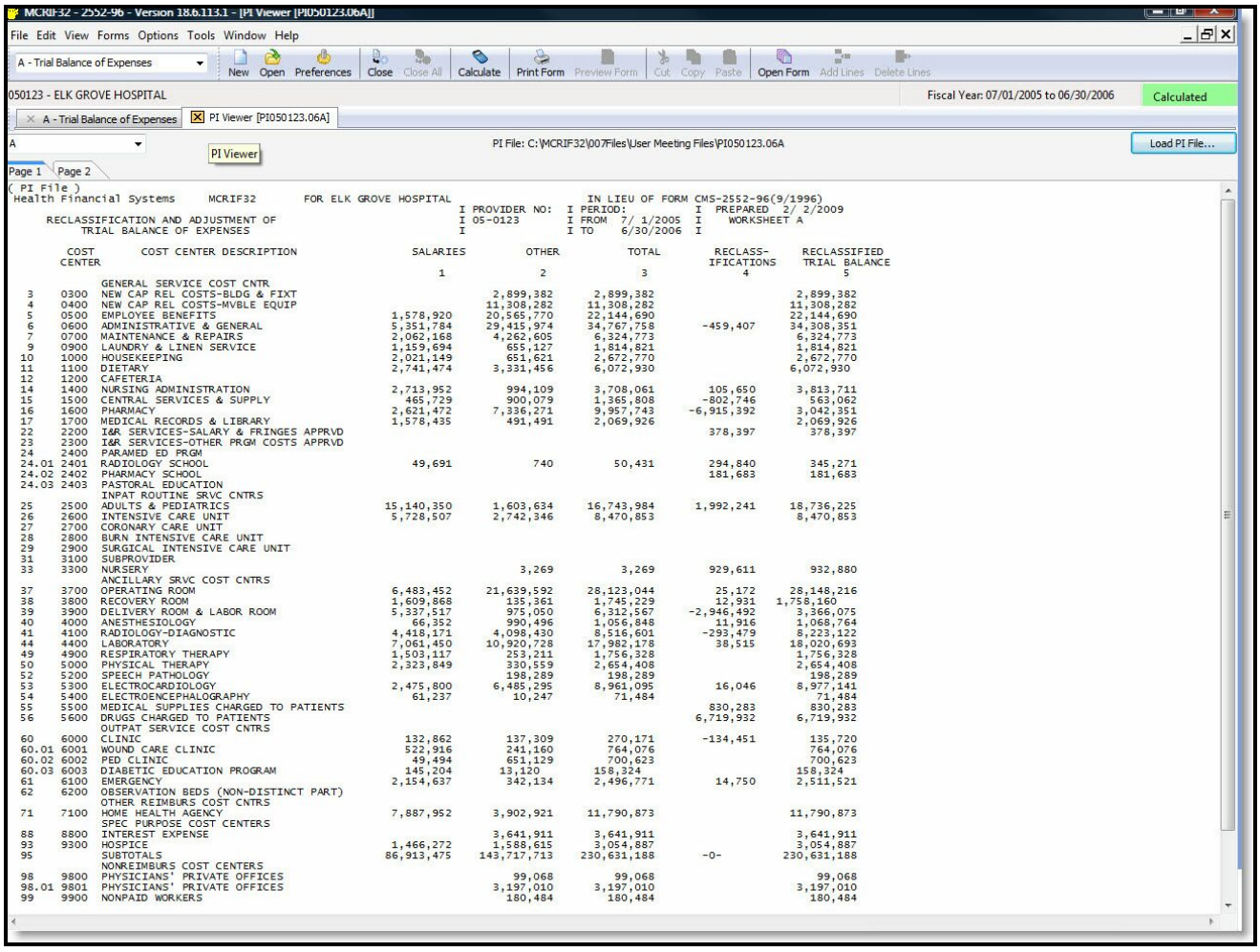

MCRIF32 - 2552-96 - Version 18.6.113.1 - [PI Viewer [PI050123.06A]]
File Edit View Forms Options Tools Window Help
A - Trial Balance of Expenses
New Open Preferences Close Close All Calculate Print Form Preview Form Cut Copy Paste Open Form Add Lines Delete Lines
050123 - ELK GROVE HOSPITAL
Fiscal Year: 07/01/2005 to 06/30/2006
Calculated
A - Trial Balance of Expenses
PI Viewer [PI050123.06A]
PI Viewer
PI File: C:\MCRIF32\007Files\User Meeting Files\PI050123.06A
Load PI File...
Page 1
Page 2

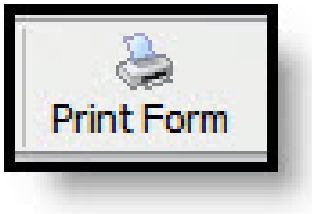
(PI File)

Health Financial Systems MCRIF32 FOR ELK GROVE HOSPITAL IN LIEU OF FORM CMS-2552-96(9/1996)

RECLASSIFICATION AND ADJUSTMENT OF TRIAL BALANCE OF EXPENSES — I PROVIDER NO: 05-0123 — I PERIOD: I FROM 7/ 1/2005 I TO 6/30/2006 — I PREPARED 2/ 2/2009 I WORKSHEET A

	COST CENTER	COST CENTER DESCRIPTION	SALARIES	OTHER	TOTAL	RECLASS-IFICATIONS	RECLASSIFIED TRIAL BALANCE
			1	2	3	4	5
		GENERAL SERVICE COST CNTR					
3	0300	NEW CAP REL COSTS-BLDG & FIXT		2,899,382	2,899,382		2,899,382
4	0400	NEW CAP REL COSTS-MVBLE EQUIP		11,308,282	11,308,282		11,308,282
5	0500	EMPLOYEE BENEFITS	1,578,920	20,565,770	22,144,690		22,144,690
6	0600	ADMINISTRATIVE & GENERAL	5,351,784	29,415,974	34,767,758	-459,407	34,308,351
7	0700	MAINTENANCE & REPAIRS	2,062,168	4,262,605	6,324,773		6,324,773
9	0900	LAUNDRY & LINEN SERVICE	1,159,694	655,127	1,814,821		1,814,821
10	1000	HOUSEKEEPING	2,021,149	651,621	2,672,770		2,672,770
11	1100	DIETARY	2,741,474	3,331,456	6,072,930		6,072,930
12	1200	CAFETERIA					
14	1400	NURSING ADMINISTRATION	2,713,952	994,109	3,708,061	105,650	3,813,711
15	1500	CENTRAL SERVICES & SUPPLY	465,729	900,079	1,365,808	-802,746	563,062
16	1600	PHARMACY	2,621,472	7,336,271	9,957,743	-6,915,392	3,042,351
17	1700	MEDICAL RECORDS & LIBRARY	1,578,435	491,491	2,069,926		2,069,926
22	2200	I&R SERVICES-SALARY & FRINGES APPRVD				378,397	378,397
23	2300	I&R SERVICES-OTHER PRGM COSTS APPRVD					
24	2400	PARAMED ED PRGM					
24.01	2401	RADIOLOGY SCHOOL	49,691	740	50,431	294,840	345,271
24.02	2402	PHARMACY SCHOOL				181,683	181,683
24.03	2403	PASTORAL EDUCATION					
		INPAT ROUTINE SRVC CNTRS					
25	2500	ADULTS & PEDIATRICS	15,140,350	1,603,634	16,743,984	1,992,241	18,736,225
26	2600	INTENSIVE CARE UNIT	5,728,507	2,742,346	8,470,853		8,470,853
27	2700	CORONARY CARE UNIT					
28	2800	BURN INTENSIVE CARE UNIT					
29	2900	SURGICAL INTENSIVE CARE UNIT					
31	3100	SUBPROVIDER					
33	3300	NURSERY		3,269	3,269	929,611	932,880
		ANCILLARY SRVC COST CNTRS					
37	3700	OPERATING ROOM	6,483,452	21,639,592	28,123,044	25,172	28,148,216
38	3800	RECOVERY ROOM	1,609,868	135,361	1,745,229	12,931	1,758,160
39	3900	DELIVERY ROOM & LABOR ROOM	5,337,517	975,050	6,312,567	-2,946,492	3,366,075
40	4000	ANESTHESIOLOGY	66,352	990,496	1,056,848	11,916	1,068,764
41	4100	RADIOLOGY-DIAGNOSTIC	4,418,171	4,098,430	8,516,601	-293,479	8,223,122
44	4400	LABORATORY	7,061,450	10,920,728	17,982,178	38,515	18,020,693
49	4900	RESPIRATORY THERAPY	1,503,117	253,211	1,756,328		1,756,328
50	5000	PHYSICAL THERAPY	2,323,849	330,559	2,654,408		2,654,408
52	5200	SPEECH PATHOLOGY		198,289	198,289		198,289
53	5300	ELECTROCARDIOLOGY	2,475,800	6,485,295	8,961,095	16,046	8,977,141
54	5400	ELECTROENCEPHALOGRAPHY	61,237	10,247	71,484		71,484
55	5500	MEDICAL SUPPLIES CHARGED TO PATIENTS				830,283	830,283
56	5600	DRUGS CHARGED TO PATIENTS				6,719,932	6,719,932
		OUTPAT SERVICE COST CNTRS					
60	6000	CLINIC	132,862	137,309	270,171	-134,451	135,720
60.01	6001	WOUND CARE CLINIC	522,916	241,160	764,076		764,076
60.02	6002	PED CLINIC	49,494	651,129	700,623		700,623
60.03	6003	DIABETIC EDUCATION PROGRAM	145,204	13,120	158,324		158,324
61	6100	EMERGENCY	2,154,637	342,134	2,496,771	14,750	2,511,521
62	6200	OBSERVATION BEDS (NON-DISTINCT PART)					
		OTHER REIMBURS COST CNTRS					
71	7100	HOME HEALTH AGENCY	7,887,952	3,902,921	11,790,873		11,790,873
		SPEC PURPOSE COST CENTERS					
88	8800	INTEREST EXPENSE		3,641,911	3,641,911		3,641,911
93	9300	HOSPICE	1,466,272	1,588,615	3,054,887		3,054,887
95		SUBTOTALS	86,913,475	143,717,713	230,631,188	-0-	230,631,188
		NONREIMBURS COST CENTERS					
98	9800	PHYSICIANS' PRIVATE OFFICES		99,068	99,068		99,068
98.01	9801	PHYSICIANS' PRIVATE OFFICES		3,197,010	3,197,010		3,197,010
99	9900	NONPAID WORKERS		180,484	180,484		180,484

To print a PI file or a single worksheet from within a PI file, while viewing the PI file using the PI viewer, click the **Print Form** button on the toolbar.



A special dialog box will appear on the PI Viewer screen.

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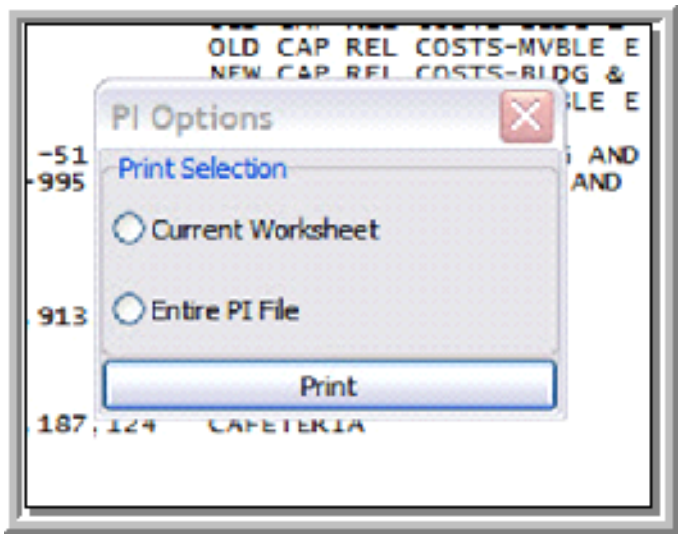
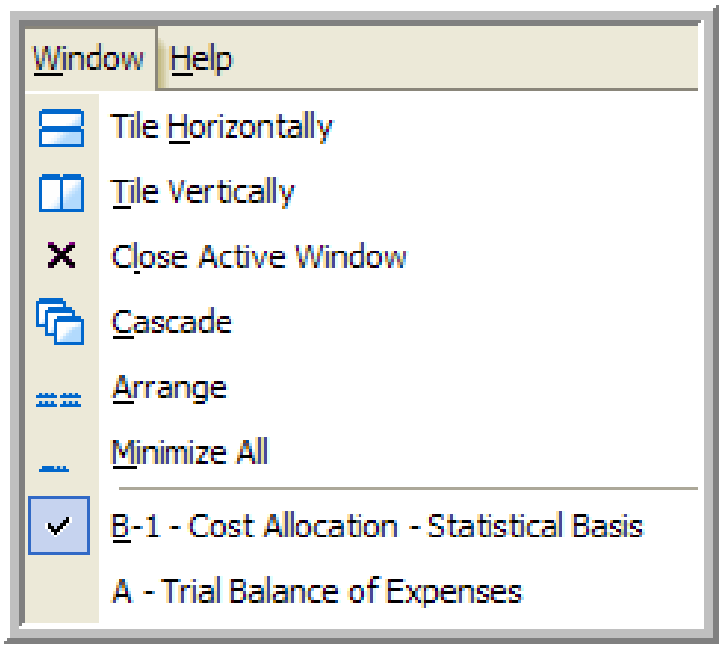


You may print either the current open worksheet or the entire PI file. Select either option by clicking on one of the two radio buttons in the dialog box and then click **Print**.

4.7 The Window Menu

The **Window** menu allows you to configure the User Interface screen in the cost report software. Click **Window** to open the **Window** menu.



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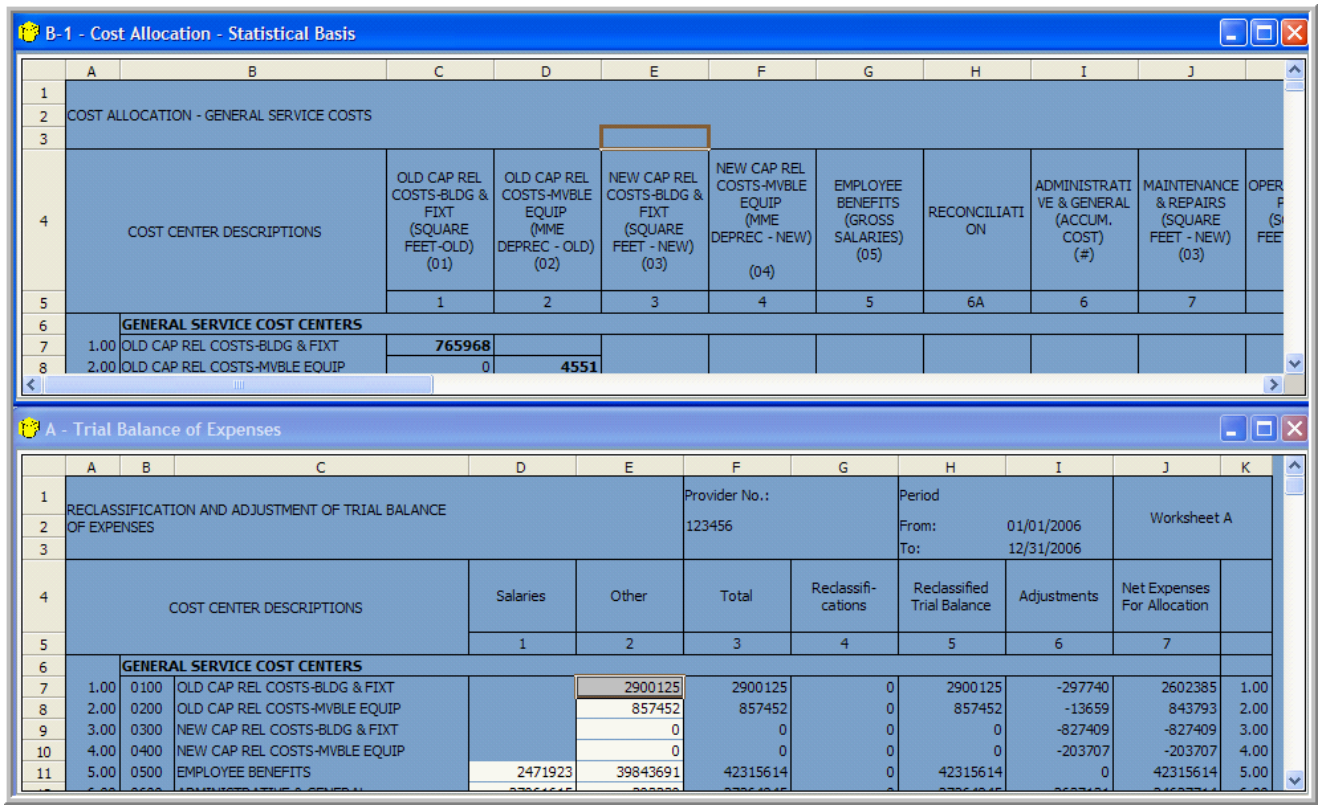
If you have more than one form open, you can display multiple forms simultaneously. Depending on which display option you choose, you can display open worksheets horizontally, vertically, or in cascade style. Here is an example of two worksheets displayed horizontally.



B-1 - Cost Allocation - Statistical Basis

COST ALLOCATION - GENERAL SERVICE COSTS

	COST CENTER DESCRIPTIONS	OLD CAP REL COSTS-BLDG & FIXT (SQUARE FEET-OLD) (01)	OLD CAP REL COSTS-MVBLE EQUIP (MME DEPREC - OLD) (02)	NEW CAP REL COSTS-BLDG & FIXT (SQUARE FEET - NEW) (03)	NEW CAP REL COSTS-MVBLE EQUIP (MME DEPREC - NEW) (04)	EMPLOYEE BENEFITS (GROSS SALARIES) (05)	RECONCILIATION	ADMINISTRATIVE & GENERAL (ACCUM. COST) (#)	MAINTENANCE & REPAIRS (SQUARE FEET - NEW) (03)	OPER (S FEE
		1	2	3	4	5	6A	6	7	
	GENERAL SERVICE COST CENTERS									
1.00	OLD CAP REL COSTS-BLDG & FIXT	765968								
2.00	OLD CAP REL COSTS-MVBLE EQUIP	0	4551							

A - Trial Balance of Expenses

RECLASSIFICATION AND ADJUSTMENT OF TRIAL BALANCE OF EXPENSES

Provider No.: 123456

Period From: 01/01/2006 To: 12/31/2006

Worksheet A

		COST CENTER DESCRIPTIONS	Salaries	Other	Total	Reclassifications	Reclassified Trial Balance	Adjustments	Net Expenses For Allocation	
			1	2	3	4	5	6	7	
		GENERAL SERVICE COST CENTERS								
1.00	0100	OLD CAP REL COSTS-BLDG & FIXT		2900125	2900125	0	2900125	-297740	2602385	1.00
2.00	0200	OLD CAP REL COSTS-MVBLE EQUIP		857452	857452	0	857452	-13659	843793	2.00
3.00	0300	NEW CAP REL COSTS-BLDG & FIXT		0	0	0	0	-827409	-827409	3.00
4.00	0400	NEW CAP REL COSTS-MVBLE EQUIP		0	0	0	0	-203707	-203707	4.00
5.00	0500	EMPLOYEE BENEFITS	2471923	39843691	42315614	0	42315614	0	42315614	5.00

In addition, you can minimize all open worksheets by clicking Minimize All or close only the active worksheet by clicking Close Active Window. If you have multiple windows displayed simultaneously, the "active" window is the window within which your cursor is active.

If you have multiple worksheets open you can switch back and forth between them by selecting the worksheet from the list of open worksheets on the bottom of this menu.

Note: The fastest and easiest way to toggle between multiple open worksheets is to click on the worksheet name tab located at the upper left corner of any open worksheet. When multiple worksheets are open, their respective tabs are aligned next to each other at the top edge of the worksheet window.

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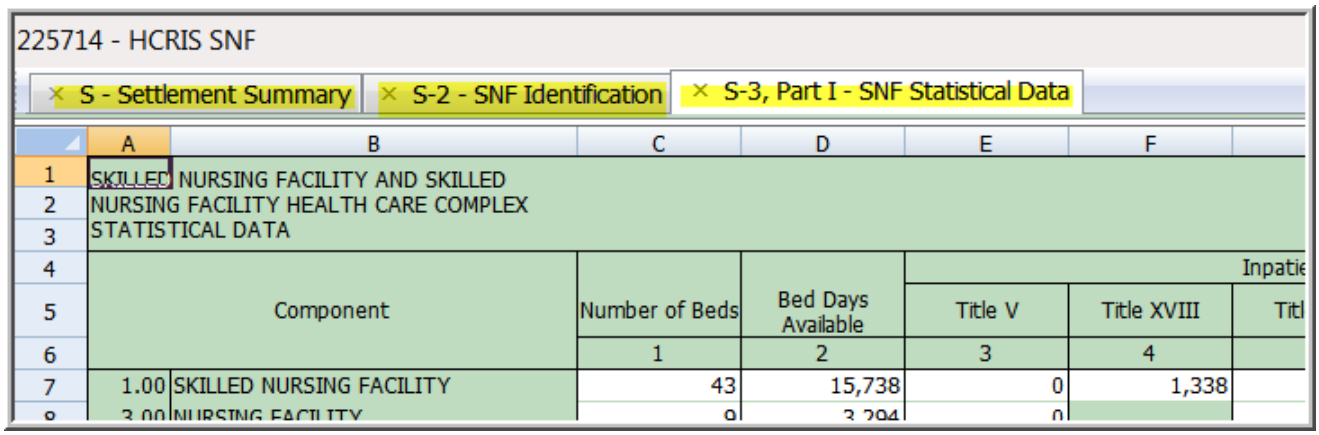
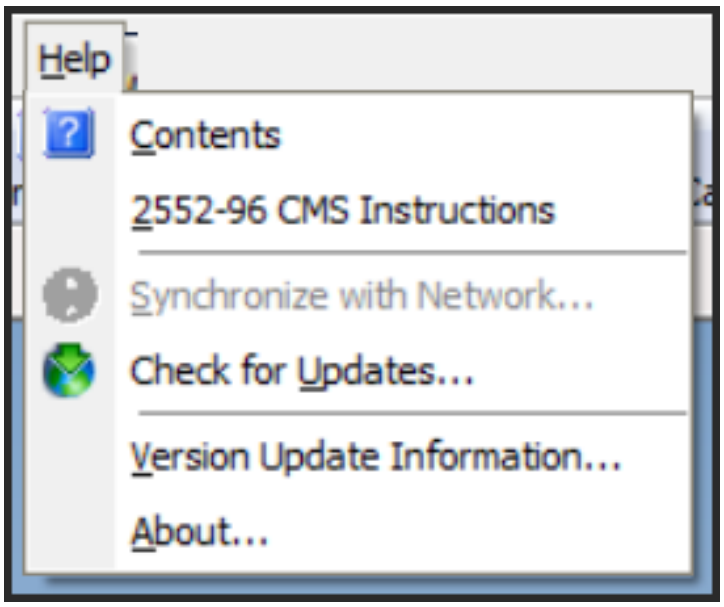


The worksheet tabs in this screen shot are highlighted in yellow. Click on any of these tabs to immediately switch to that worksheet.

4.8 The Help Menu

Click on **Help** and the menu shown below will appear. Click on **Contents** and the complete user manual will appear on your screen.



Select CMS Instructions to display the complete CMS cost report instructions. Select the topic you want to read, and the CMS instructions will be displayed for that topic. As previously mentioned, if you have a worksheet open, press F1 to display the CMS instructions for the open worksheet.

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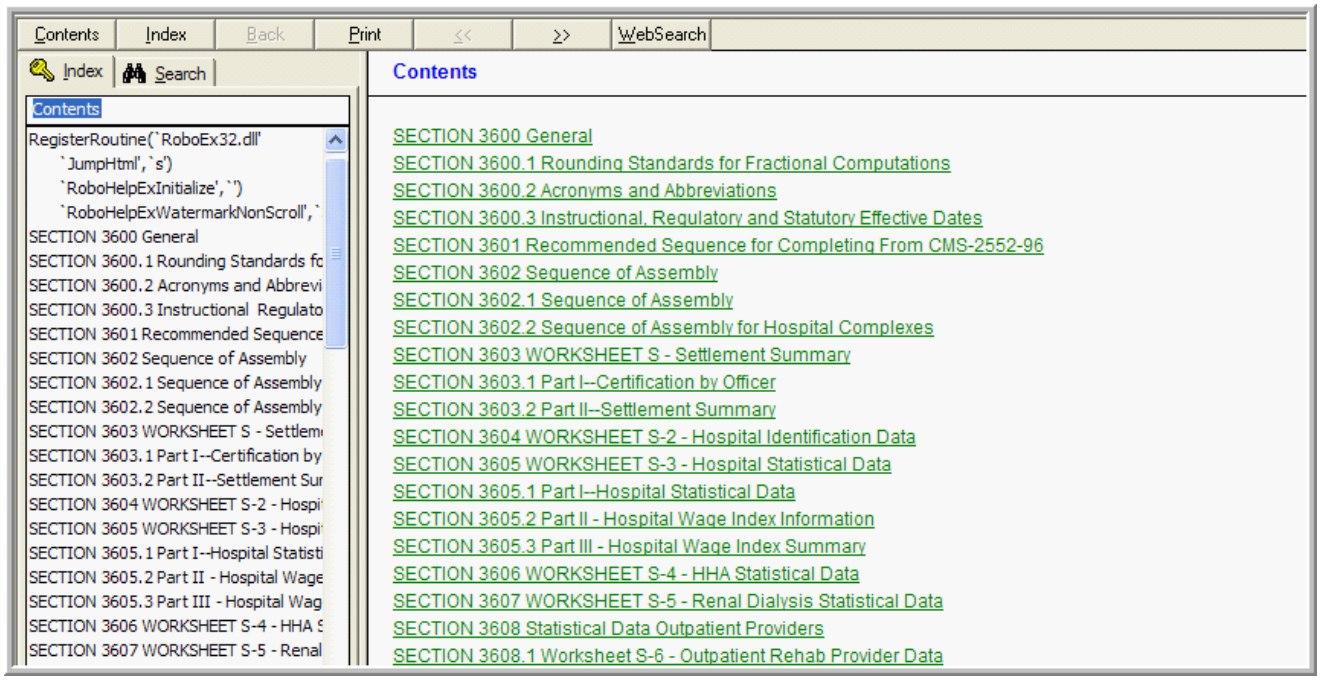
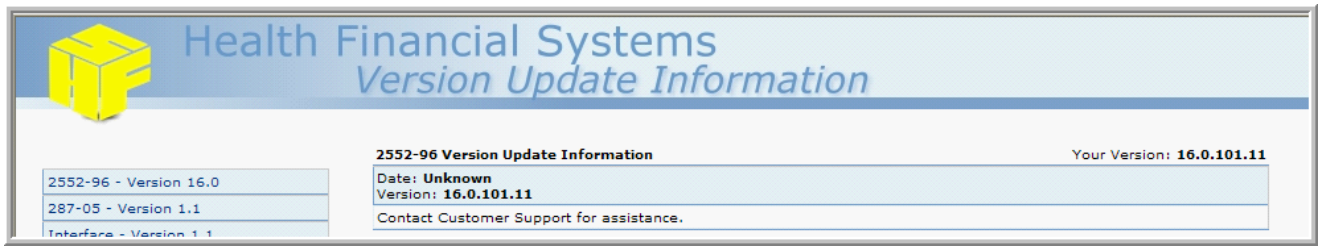

Contents
Index
Back
Print
<<
>>
WebSearch
Index
Search
Contents
RegisterRoutine(`RoboEx32.dll'
`JumpHtml',`s')
`RoboHelpExInitialize',`')
`RoboHelpExWatermarkNonScroll',`
SECTION 3600 General
SECTION 3600.1 Rounding Standards fc
SECTION 3600.2 Acronyms and Abbrevi
SECTION 3600.3 Instructional Regulato
SECTION 3601 Recommended Sequence
SECTION 3602 Sequence of Assembly
SECTION 3602.1 Sequence of Assembly
SECTION 3602.2 Sequence of Assembly
SECTION 3603 WORKSHEET S - Settlem
SECTION 3603.1 Part I--Certification by
SECTION 3603.2 Part II--Settlement Sur
SECTION 3604 WORKSHEET S-2 - Hospi
SECTION 3605 WORKSHEET S-3 - Hospi
SECTION 3605.1 Part I--Hospital Statisti
SECTION 3605.2 Part II - Hospital Wage
SECTION 3605.3 Part III - Hospital Wag
SECTION 3606 WORKSHEET S-4 - HHA S
SECTION 3607 WORKSHEET S-5 - Renal
Contents
SECTION 3600 General
SECTION 3600.1 Rounding Standards for Fractional Computations
SECTION 3600.2 Acronyms and Abbreviations
SECTION 3600.3 Instructional, Regulatory and Statutory Effective Dates
SECTION 3601 Recommended Sequence for Completing From CMS-2552-96
SECTION 3602 Sequence of Assembly
SECTION 3602.1 Sequence of Assembly
SECTION 3602.2 Sequence of Assembly for Hospital Complexes
SECTION 3603 WORKSHEET S - Settlement Summary
SECTION 3603.1 Part I--Certification by Officer
SECTION 3603.2 Part II--Settlement Summary
SECTION 3604 WORKSHEET S-2 - Hospital Identification Data
SECTION 3605 WORKSHEET S-3 - Hospital Statistical Data
SECTION 3605.1 Part I--Hospital Statistical Data
SECTION 3605.2 Part II - Hospital Wage Index Information
SECTION 3605.3 Part III - Hospital Wage Index Summary
SECTION 3606 WORKSHEET S-4 - HHA Statistical Data
SECTION 3607 WORKSHEET S-5 - Renal Dialysis Statistical Data
SECTION 3608 Statistical Data Outpatient Providers
SECTION 3608.1 Worksheet S-6 - Outpatient Rehab Provider Data

Clicking the **Search** tab to use the Search feature, where you to enter a keyword to find all occurrences of the word wherever it appears throughout the CMS instructions.

If the Network Synchronization feature is being utilized, you can “synchronize” to the network version at any time by clicking **Synchronize with Network**. There is also an option to Check for Updates under the Help menu — this is the same process as previously mentioned when we discussed the Task Pane and in the section discussing.

The Version Update Information feature takes you to a screen that displays the current version of the software. If you are not running the displayed version, we advise you to use the Check for Updates feature immediately.



The **About** option displays a dialog box with pertinent software data.

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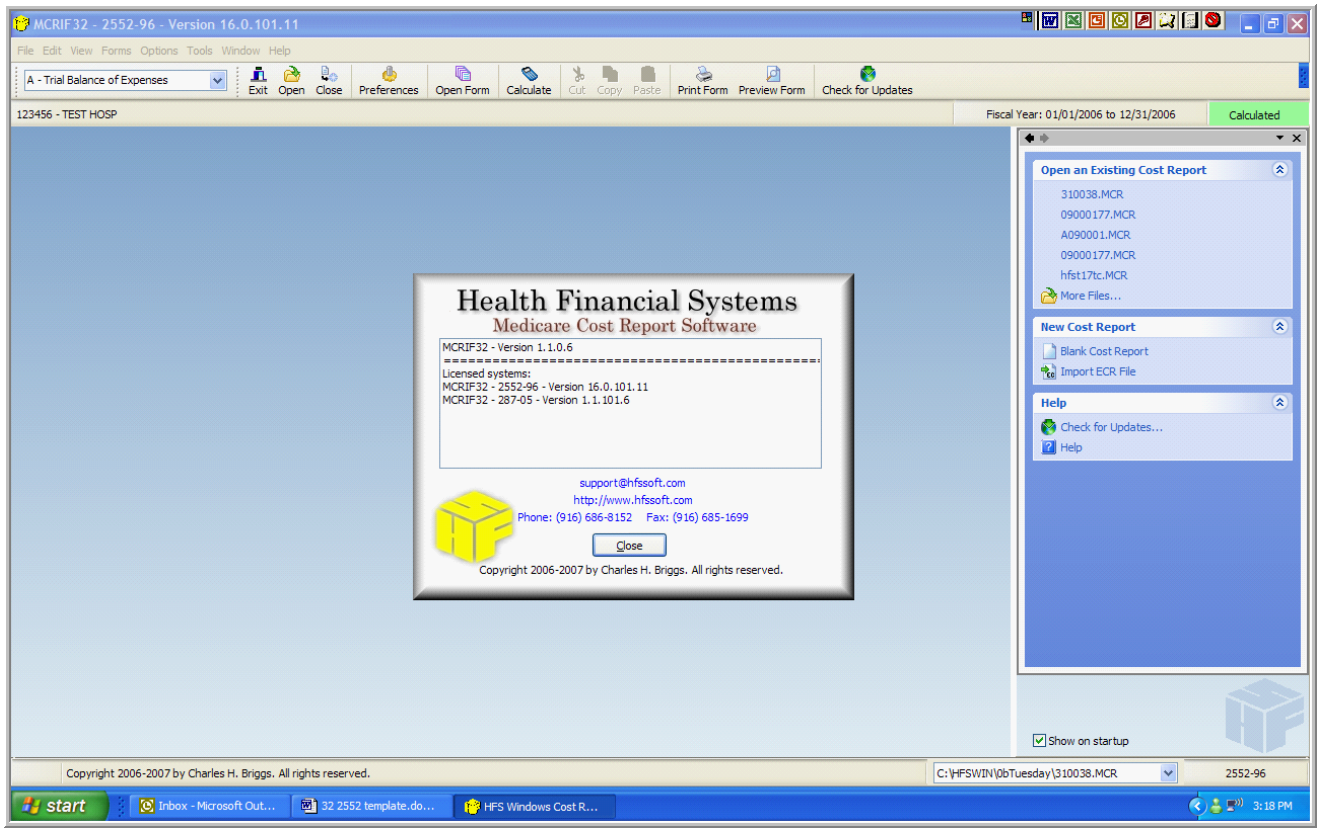

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Enter Data

This section explains how to enter data in your cost report.

See also**:**

Open Worksheet

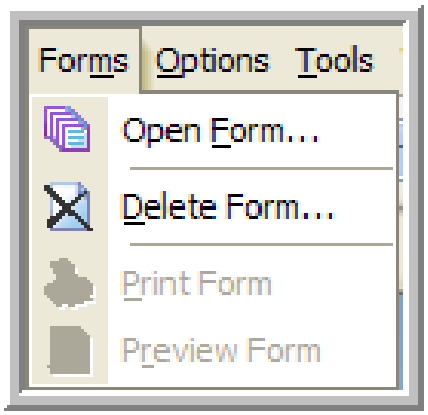
Data Entry

Calculate

Print the Report

5.1 Opening a Worksheet

Open a worksheet to enter data in your cost report. Click the **Open Form** button, or from the **Forms** menu, select **Open Form**.



Either method will open the **Open Forms** dialog box.

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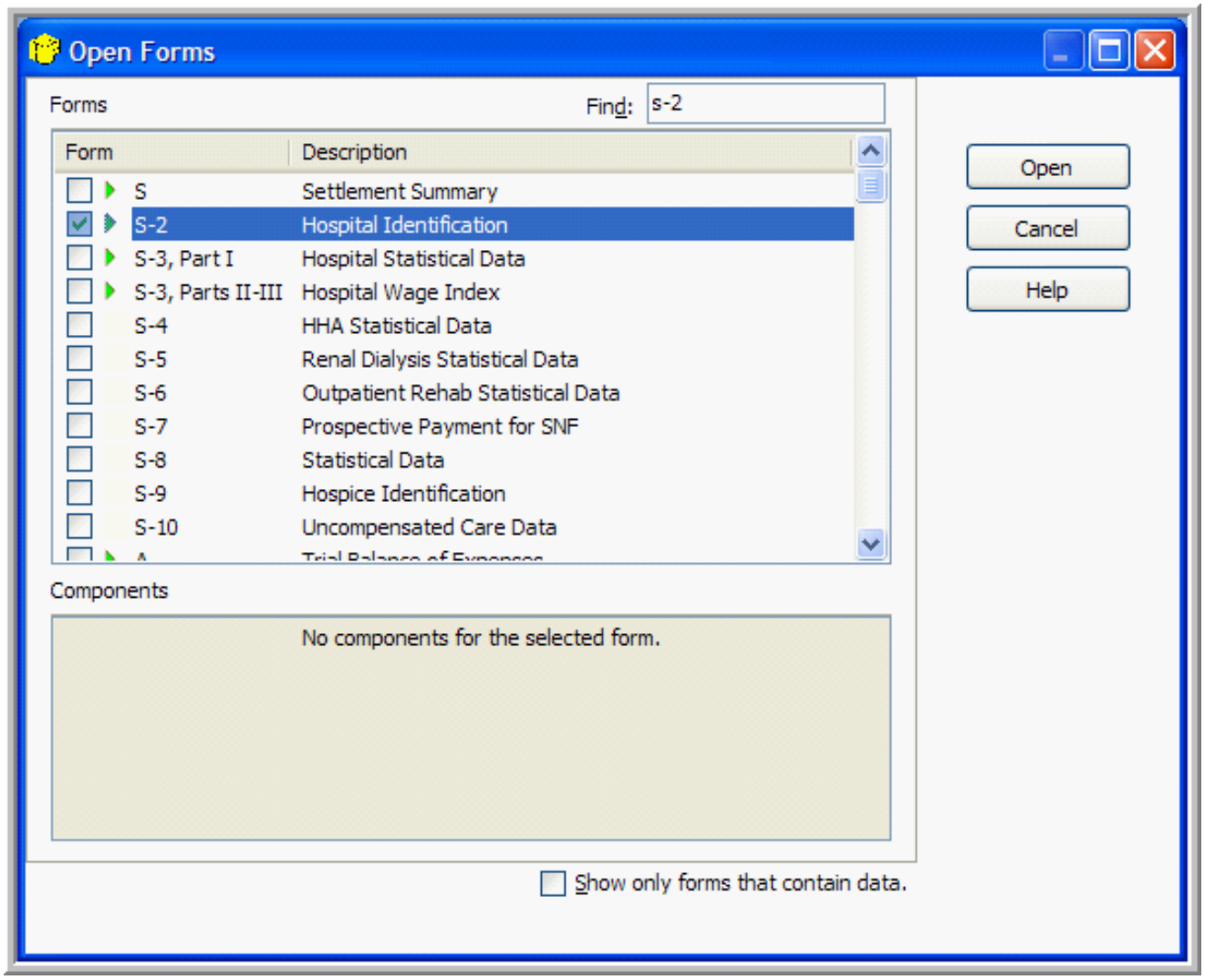

Click the checkbox to the left of any worksheet or combination of worksheets and then click **Open** to open the selected worksheet(s). You can also double click a worksheet to open it. For worksheets with multiple parts or iterations, you will see an additional list of worksheets in the **Components** box. You must select one or more Components to open these worksheets.

Another method of opening worksheets is to use the **Find** box. Enter the CMS worksheet name in the **Find** box to locate a worksheet in the list of worksheets. If a matching worksheet is found it will be highlighted in the list of worksheets, but you must still select it by checking the appropriate check box or double clicking on the highlighted description.

Also, in the upper left corner of the User Interface, directly under the menu items, there is a drop-down text box.

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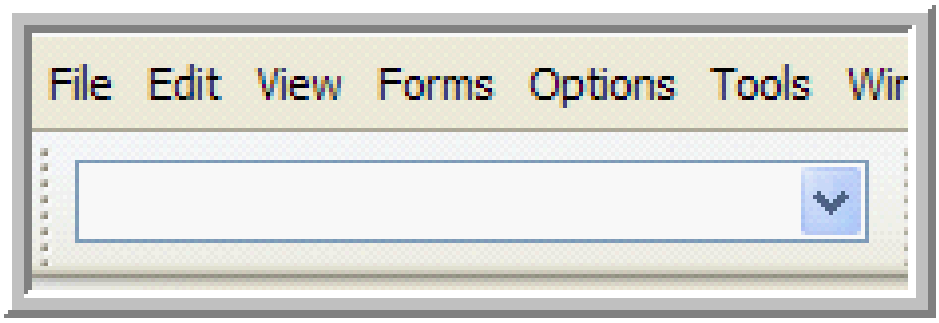
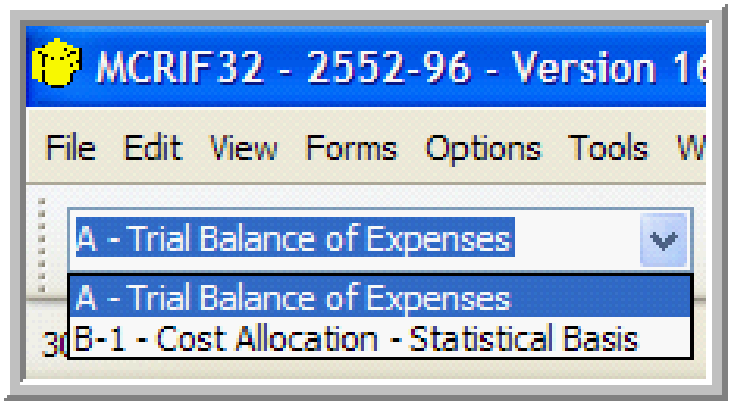


Entering a worksheet name in this box and press ENTER to open that worksheet. As you work on your cost report, the names of worksheets you have opened will be stored in the drop down list. The list box will automatically display the name of the worksheet in which the cursor is active. If no worksheets are open the list box displays the name of the last opened worksheet. To re-open a worksheet select it from the list of previously opened worksheets.


MCRIF32 - 2552-96 - Version 16
File Edit View Forms Options Tools W
A - Trial Balance of Expenses
A - Trial Balance of Expenses
B-1 - Cost Allocation - Statistical Basis

5.2 Data Entry

The screen depicted below is a blank worksheet S-2 in the CMS 2552-96 form set. Once a worksheet is open, you can enter data in any open “white” cell. Colored cells are not open for input, but will usually be filled in after the cost report is calculated.

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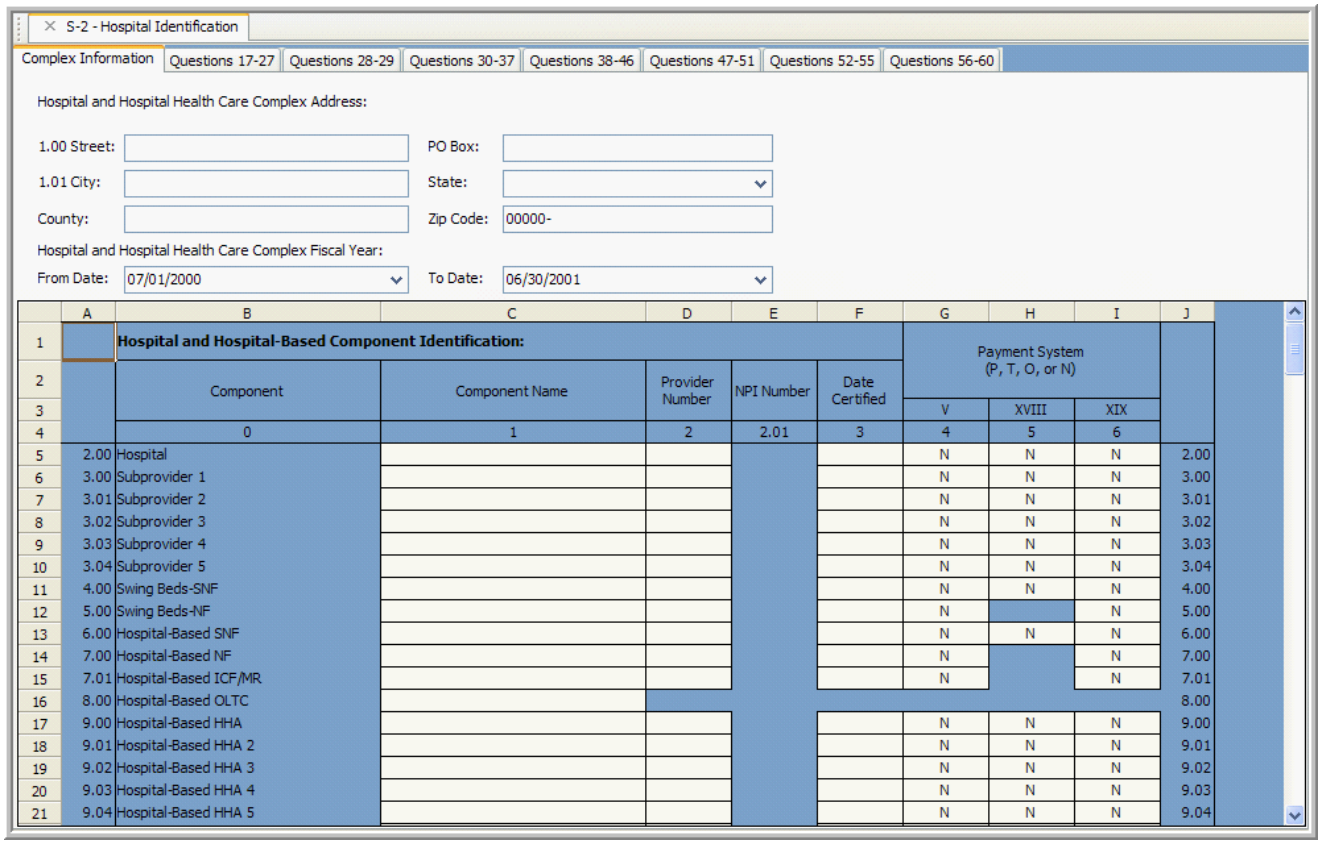

You may calculate the cost report as often or as seldom as you want. There is no limit on the number of times you may calculate a cost report.

Note: Many worksheets have tabs for worksheet parts or sections. (See tabs for worksheet S-2 above, Questions 17–27, Questions 28–29,etc.)

In addition, most worksheets have a scroll bar to the right of the active worksheet. Scroll up or down to show more of the worksheet.

Dates are entered in the following format and do not require the “/” to be entered: mmddyyyy. There is a drop-down box that will display a calendar that you can use to enter a date.

Some forms will open with default data populating one or more cells. In the example displayed above, columns 4, 5 and 6 are populated with "N" by default. You can edit the default values by typing over them or deleting them.

Note: You can choose which cell the cursor will move to when you press the ENTER key in the **Key Action** section of the **Form Options** part of **Preferences**.

To delete text in any cell, double-click on the cell to select the text and press the DELETE key on your keyboard. You can also delete an entry in any cell by being in that cell and using the **Cut** command (CTRL + X, or **Cut** on the **Edit** menu).

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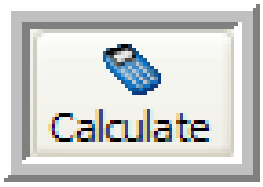
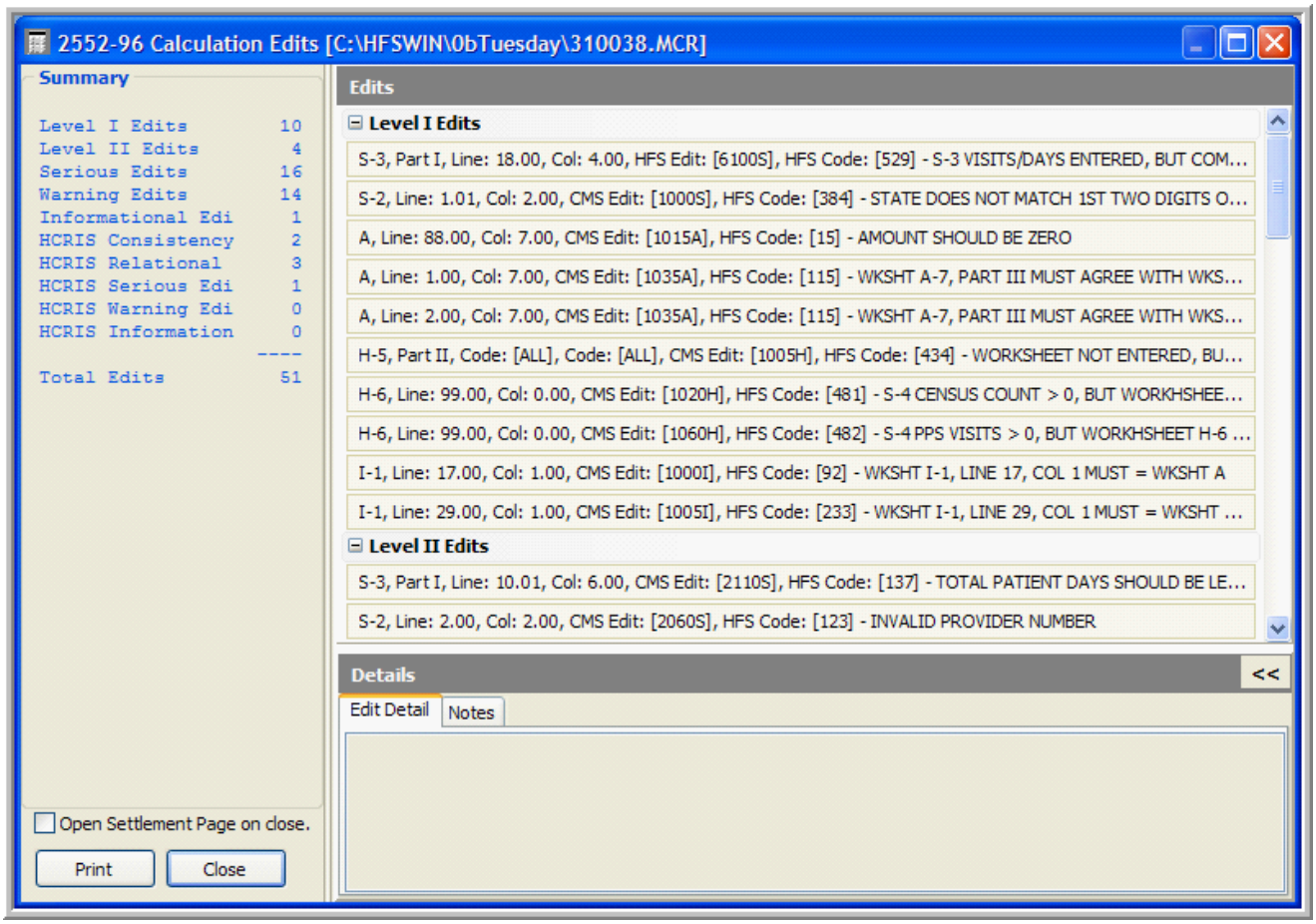
5.3 Calculating

To calculate the cost report, click **Calculate** on the **Tools** menu, or click the **Calculate** button.



The **Calculate** dialog box will appear and will display Edit List which lists all edits found in your cost report. It shows all the Level I, Level II and Serious edits, plus Warnings and other informational edits. You can print the edits displayed in this dialog box by clicking the **Print** button located in the lower left corner of the dialog box.


2552-96 Calculation Edits [C:\HFSWIN\0bTuesday\310038.MCR]
Summary
Level I Edits 10
Level II Edits 4
Serious Edits 16
Warning Edits 14
Informational Edi 1
HCRIS Consistency 2
HCRIS Relational 3
HCRIS Serious Edi 1
HCRIS Warning Edi 0
HCRIS Information 0
Total Edits 51
Open Settlement Page on close.
Print
Close
Edits
Level I Edits
S-3, Part I, Line: 18.00, Col: 4.00, HFS Edit: [6100S], HFS Code: [529] - S-3 VISITS/DAYS ENTERED, BUT COM...
S-2, Line: 1.01, Col: 2.00, CMS Edit: [1000S], HFS Code: [384] - STATE DOES NOT MATCH 1ST TWO DIGITS O...
A, Line: 88.00, Col: 7.00, CMS Edit: [1015A], HFS Code: [15] - AMOUNT SHOULD BE ZERO
A, Line: 1.00, Col: 7.00, CMS Edit: [1035A], HFS Code: [115] - WKSHT A-7, PART III MUST AGREE WITH WKS...
A, Line: 2.00, Col: 7.00, CMS Edit: [1035A], HFS Code: [115] - WKSHT A-7, PART III MUST AGREE WITH WKS...
H-5, Part II, Code: [ALL], Code: [ALL], CMS Edit: [1005H], HFS Code: [434] - WORKSHEET NOT ENTERED, BU...
H-6, Line: 99.00, Col: 0.00, CMS Edit: [1020H], HFS Code: [481] - S-4 CENSUS COUNT > 0, BUT WORKHSHEE...
H-6, Line: 99.00, Col: 0.00, CMS Edit: [1060H], HFS Code: [482] - S-4 PPS VISITS > 0, BUT WORKHSHEET H-6 ...
I-1, Line: 17.00, Col: 1.00, CMS Edit: [1000I], HFS Code: [92] - WKSHT I-1, LINE 17, COL 1 MUST = WKSHT A
I-1, Line: 29.00, Col: 1.00, CMS Edit: [1005I], HFS Code: [233] - WKSHT I-1, LINE 29, COL 1 MUST = WKSHT ...
Level II Edits
S-3, Part I, Line: 10.01, Col: 6.00, CMS Edit: [2110S], HFS Code: [137] - TOTAL PATIENT DAYS SHOULD BE LE...
S-2, Line: 2.00, Col: 2.00, CMS Edit: [2060S], HFS Code: [123] - INVALID PROVIDER NUMBER
Details
<<
Edit Detail
Notes

Note: The Edit Report will also display all the HCRIS edits. These edits are important to the MACs when they process the report. The Consistency and Relational edits are equivalent to Level I and Level II edits.

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There are several helpful features in the Edit List . Click on a particular edit to see a detailed description of the edit displayed in the **Detail** section at the bottom of the dialog box. If you right-click on an edit and choose **Online Edit Help**, pertinent information about the edit will appear in **Edit Information** and the **Edit Index**, located in the Task Pane. Detailed information is available for many of the listed Edits. The Edit Index includes all CMS Edits for the current form set.

You can suppress some categories of edits. Right click on the heading for a category of edits and then select ***Suppress***. You can suppress Serious Edits, Warning Edits, Informational Edits, HCRIS Serious Edits, HCRIS Warning Edits and HCRIS Informational Edits. When a category of edits is suppressed, the heading for that type of edits is highlighted in yellow. Whenever a category of edits are suppressed, that option will remain in effect for all cost reports of the same type. For example, if you suppress Serious Edits for a Hospital cost report, Serious Edits will remain suppressed for all Hospital cost reports you work on unless the option to suppress the edits is disabled. Serious Edits will not be suppressed for other types of cost reports.

You can enter notes in the **Notes** tab in the **Details** section of the **Calculation Edits** dialog box for any edit. This enables you to leave notes about why an edit may not relate to the report or to aid other users on how to resolve the edit. Notes will be displayed as right-aligned text in your edit listing.

5.4 Printing the Report

The Print feature gives you many options to print exactly what you want. The dialog box shown below contains various options. You can preview any print job, show only forms that contain data, and print to file.

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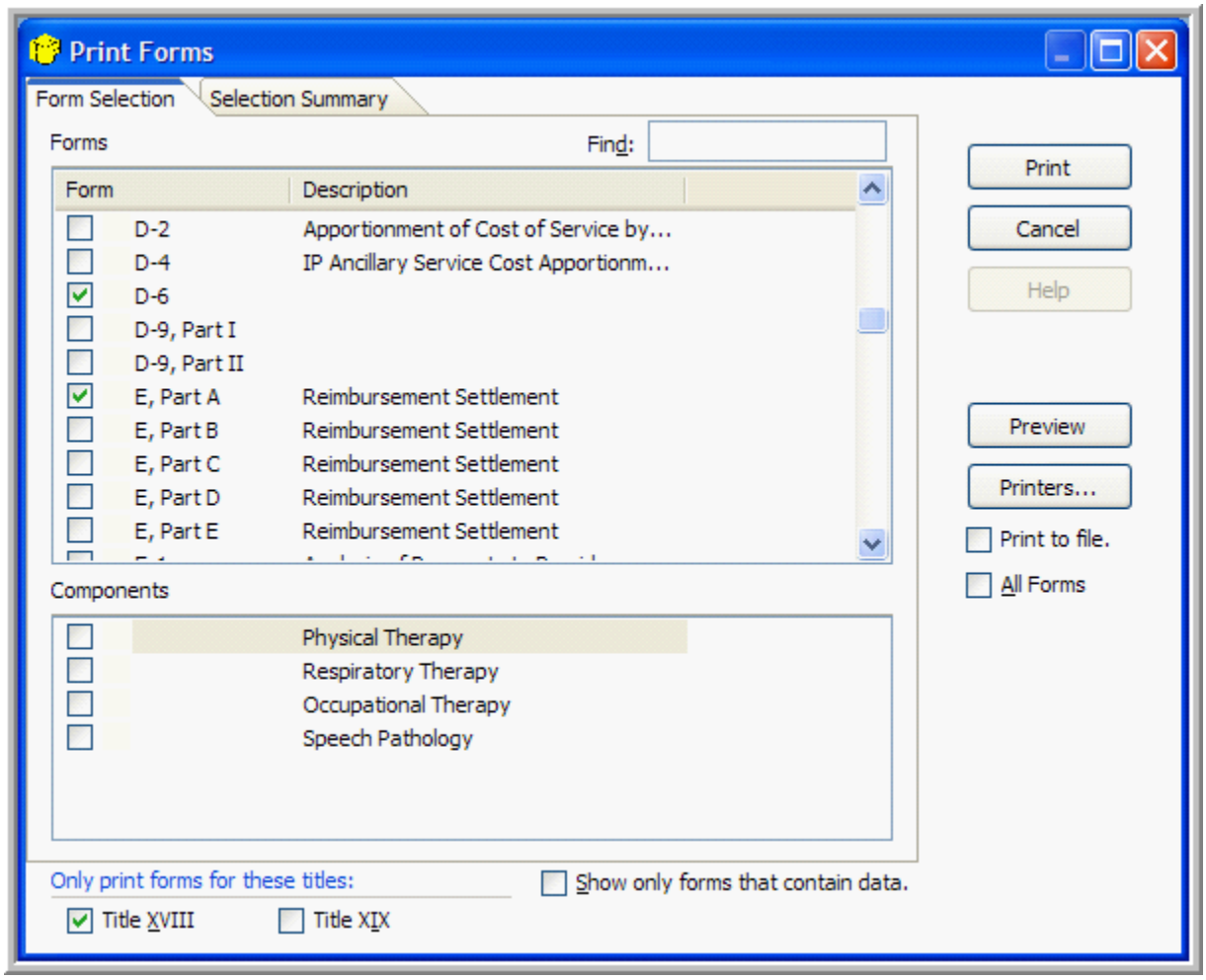

To print individual worksheets, click on the check boxes to the left of the worksheets you wish to print, and then click **Print**. To print all worksheets, check the **All Forms** checkbox and click **Print**.

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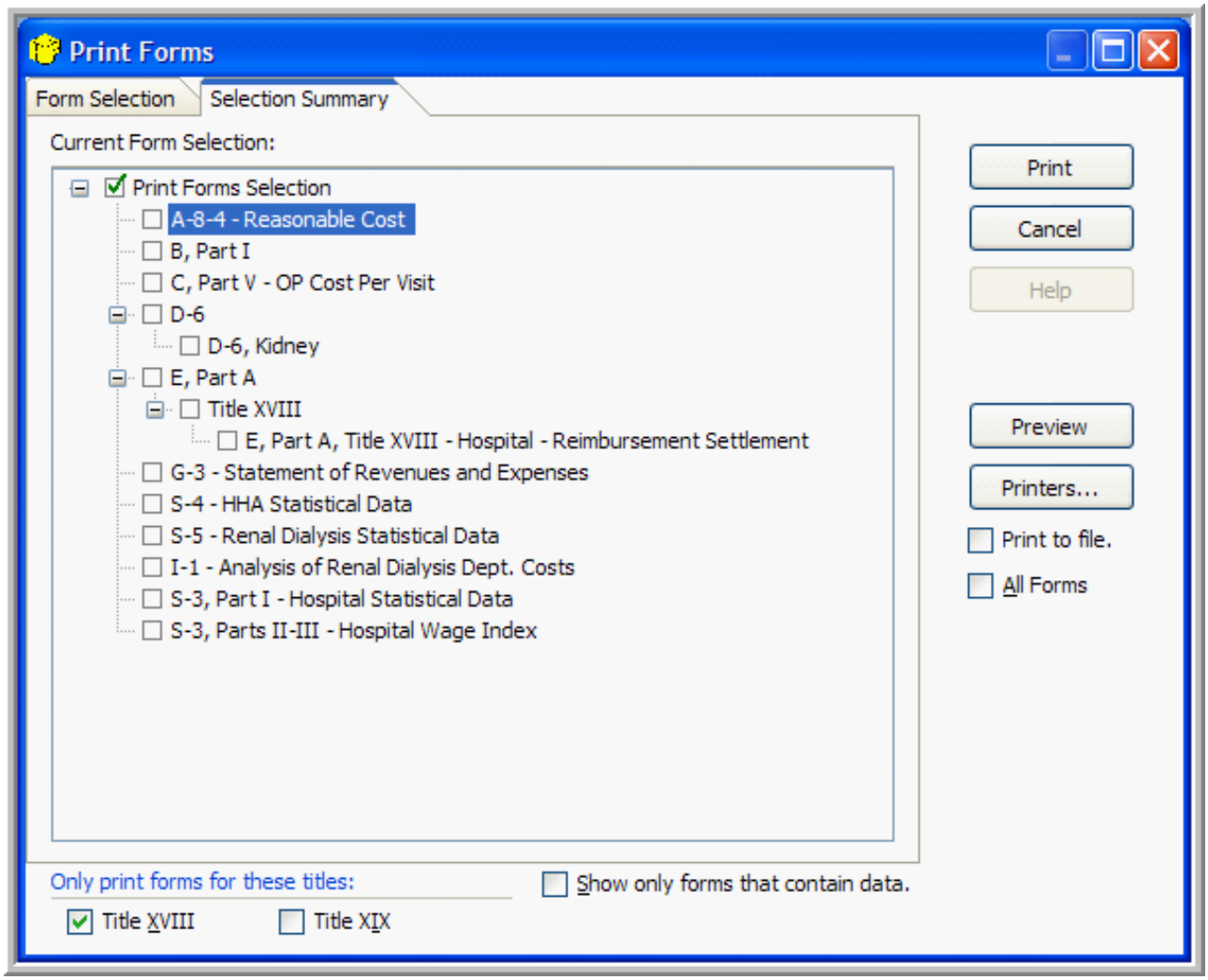

For worksheets that have different titles or components associated with them, you can select which component and/or title you wish to print. A good example of this would be E, Part A, Title XVIII in the 2552-96 software. You can limit the forms that will be printed by selecting the option to print only forms from either Title XVIII or Title XIX. To print to file, click the **Print to File** checkbox. A dialog box will appear that will allow you to select a location to save the file. You can choose to save as a PDF file or a text file.

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Submit Finished Cost Report

With the exception of the Home Office cost report (287-05), all Medicare cost reports must be submitted electronically. These include: Hospital (2552-10); Skilled Nursing Facility (2540-10); Home Health Agency (1728-94); Hospice (1984-99); CMHC (2088-92); Rural Health Clinic (FQHC) (222-92); and ESRD (265-11).

To file electronically, the user must export the cost report data to special types of files that are required by CMS. These files are collectively referred to as ECR files. In fact, CMS requires providers to submit two different computer generated files: an EC file and a PI file. The EC file is the electronic cost report file and he PI file is known as the print image file. The HFS software creates both files simultaneously and writes them to the same destination. The files are stored on either a hard disk drive, a 3.5" diskette a compact disk (CD), or a flash drive and then mailed to the MAC. Once submitted by the provider, the files are processed by the MAC. The ECR file is not automatically transmitted to the MAC by the HFS software. You must mail the diskette, CD or flash drive containing the ECR files to the MAC. You should consult with your MAC regarding its submission requirements and must seek advanced approval to use other media such as magnetic tape, telephone transfer (i.e., modem), electronic mail (e-mail), or a secured website. Generally you are also required to submit a signed signature/settlement page, a completed 339 questionnaire and a printed copy of your as-filed cost report. The questions contained within the 339 have been incorporated into the S Worksheet series for the 2552-10, 2540-10 and 265-11. As a result, providers filing on those cost reporting forms will not need to submit a separately completed 339. These requirements may differ and you should not rely on this document. It is your responsibility to review your MAC's submission requirements and to comply with those requirements.

Before an ECR file can be created, certain steps have to be completed:

- The cost report must be calculated.
- There must be no Level I errors.
- If sending the ECR file on a floppy disk, a formatted diskette must be inserted into the A: drive.
- If sending the ECR file on a CD, a CD must be inserted into the writable CD drive.
- If sending the ECR file on a Flash drive, a Flash drive must be inserted into an available USB port.
- No MAC information may be entered in the MAC screen or under "Options".
- A printer must be set up and ready to print.

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6.1 ECR Filenames

You do not chose the name of your ECR file. The cost report software will generate a name for the EC file and the PI file according to CMS regulations. You should understand the nomenclature, or rules that determine the filenames of ECR files. Understanding this aspect of the process will enable you to verify the appropriate files were created and are on the diskette or CD submitted to the intermediary.

The EC file name will start with two letters, depending on the type of cost report, followed by a 6-digit provider number. For 2552-10, 2540-10 and 265-11 systems the file name extension (the three or four characters that follow the dot or period at the end of the 8 character file name)is 4 characters, in the following format YYLC, where:

"YY" is the year in which the cost reporting period ends;

"L" is a letter A-Z to distinguish between multiple reports filed in the same year;

"C" is the number of times the cost report has been submitted.

For the other systems the file name extension will be three digits. The first two digit being the fiscal year followed by a letter, A or B, indicating whether the EC file is a first or second submission. For example, a first submission HH file by a home health agency with provider number 123456 and a fiscal year ending on October 31, 2005 will have the following file name: HH123456.05A. If the HHA submits another cost report for the same cost reporting period (e.g. 2005) the letter designation for the three digit file extension changes to “B”. This might happen due to a change in ownership or change in the provider’s fiscal year. The HH file name used in the previous example would be “HH123456.05B” if it was the provider’s second submission of the HH for the same cost reporting period.

The following list contains the CMS file name designators for the various types of cost reports. According to this naming convention, the first two characters of an EC file will be one of the following two letter combinations.

TYPE OF PROVIDER	FILE NAME DESIGNATOR
HOSPITAL (2552-96)(2552-10)	EC
SNF (2540-96)(2540-10)	SN
HOME HEALTH AGENCY (1728-94)	HH
CMHC (2088-92)	CM

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RURAL HEALTH CLINIC (222-92)	RF
ESRD (265-94)(265-11)	RD
HOSPICE (1984-99)	HS

The HFS software will also create a print image file when it creates the ECR file. The print image file is literally a "printable" version of the as-submitted cost report. The print image file follows the same naming convention as the ECR file, except the file name always starts with "PI." For example, the print image file for the cost report referred to in the previous example would be: PI123456.05A. The cost report software compresses the PI file into a self-extracting archive file. The filename of the self-extractor will have an ".exe" file extension. In the example above, the self-extracting file would be named PI123456.exe. The self-extractor contains the file PI123456.05A. The self-extracting file should be submitted with the EC file. For the 2552-10, 2540-10 and 265-11 systems the print image file will be created as a PDF file and will contain an additional file extension of ".PDF". For example, the print image file for the cost report referred to in the previous example would be: PI123456.05A.PDF.

The HFS software will print an encrypted Settlement/Signature page at the same time it creates the EC and PI files. This document must be signed and submitted to the MAC with the diskette or CD containing the ECR file. Please note that the Signature/Settlement page printed contemporaneously with the creation of the ECR file is the document that must be signed and submitted with the ECR file. Copies printed before or after the ECR export will not match the encryption code of the ECR file and may lead to the cost report being rejected by the MAC.

Users should be aware that the cost report program not only prints a Signature /Settlement page, but also creates a PDF file (Adobe Portable Document File) which is an exact duplicate of the printed form. This PDF file can be used to re-print the Signature/Settlement page without any changes to the encryption code or any of the characters on the form itself. The PDF file is stored in the current year data directory. The PDF file is useful if the Settlement/Signature page is lost, damaged or if the user simply needs another copy. The PDF filename is generated automatically. A PDF file created by the cost report program during ECR export follows the same naming convention as the first eight characters of an EC file. The Signature/Settlement page filename differs from the EC filename because the three character filename extension is ".pdf", instead of ".05A" (as in the example used above). The filename for the .pdf file for the hospital with provider no. 123456 would be "EC123456.pdf". Note that this filename is the same from year to year. If the file remains in the current year data file directory it will be overwritten whenever a cost report for provider no. 123456 is exported to an ECR file.

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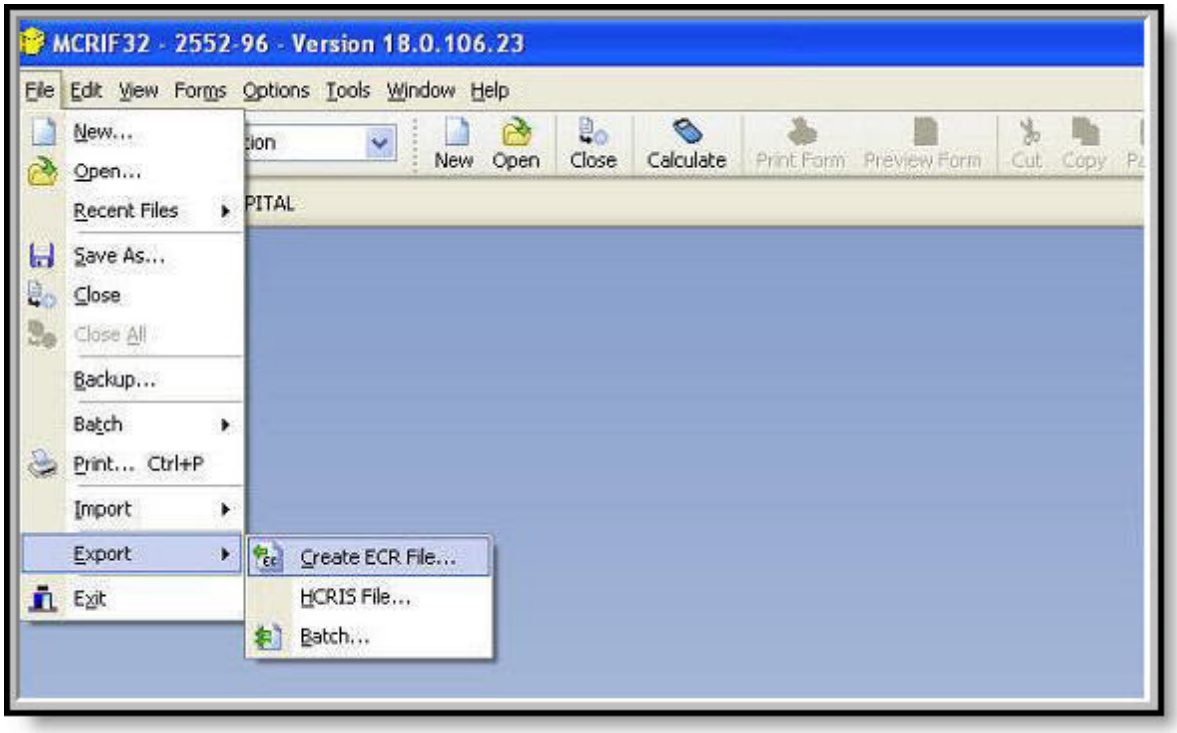
6.2 How to Create ECR Files

The cost report must be open and calculated and free of Level I errors. Point to **Export** on the **File** menu and select **Create ECR File**.



The **Export ECR** dialog box will appear. You can select first or second ECR submission. The default is First Submission. The destination for the ECR file may be changed by entering a valid location in the **ECR Location** box or by clicking the **Open** button and selecting a location. Valid destinations include a diskette drive (A:) , hard disk drive, CD or other valid data storage location, such as a flash drive.

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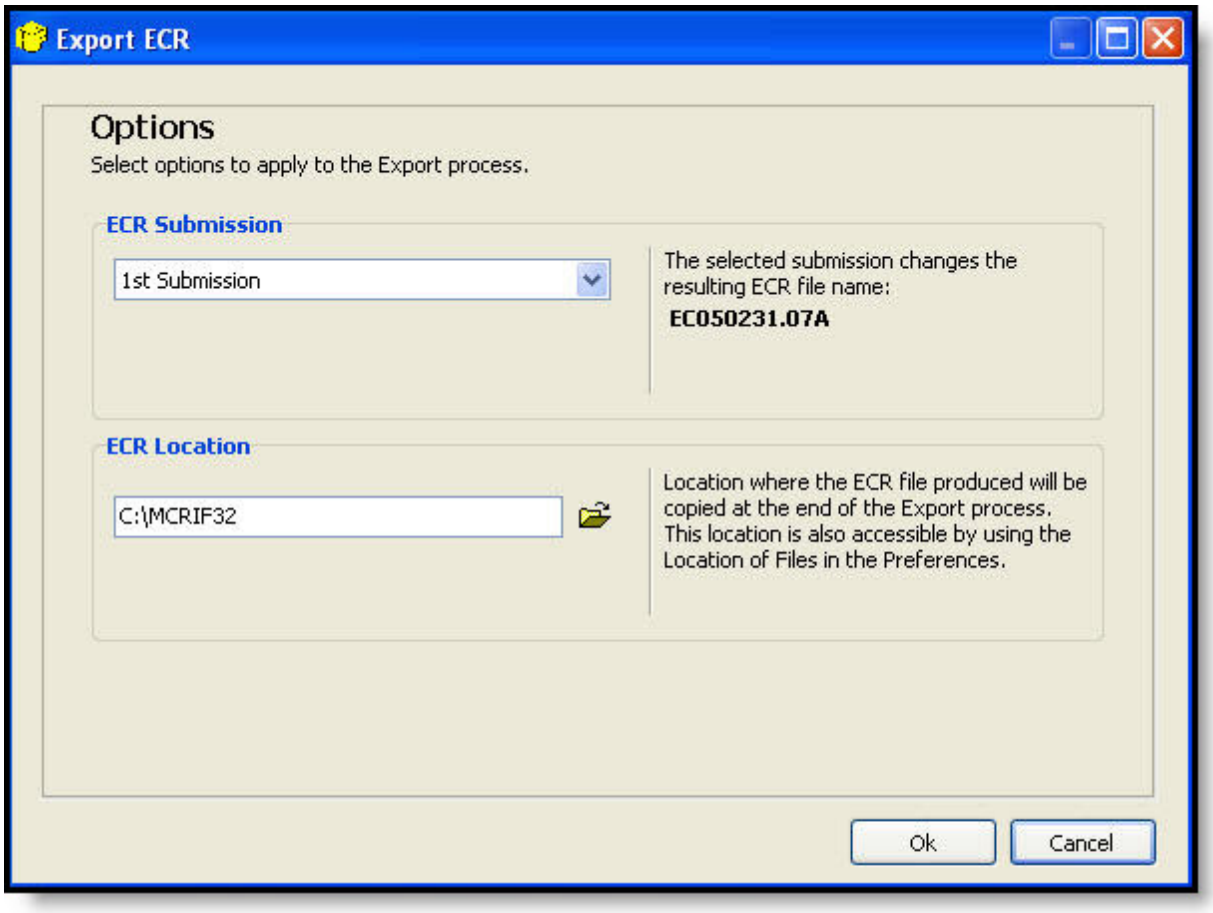
Export ECR
Options
Select options to apply to the Export process.
ECR Submission
1st Submission
The selected submission changes the resulting ECR file name:
EC050231.07A
ECR Location
C:\MCRIF32
Location where the ECR file produced will be copied at the end of the Export process. This location is also accessible by using the Location of Files in the Preferences.
Ok
Cancel

Click on the file folder icon next to the ECR Location text box and a window appears where you may browse and select the destination drive and/or directory for the ECR file.

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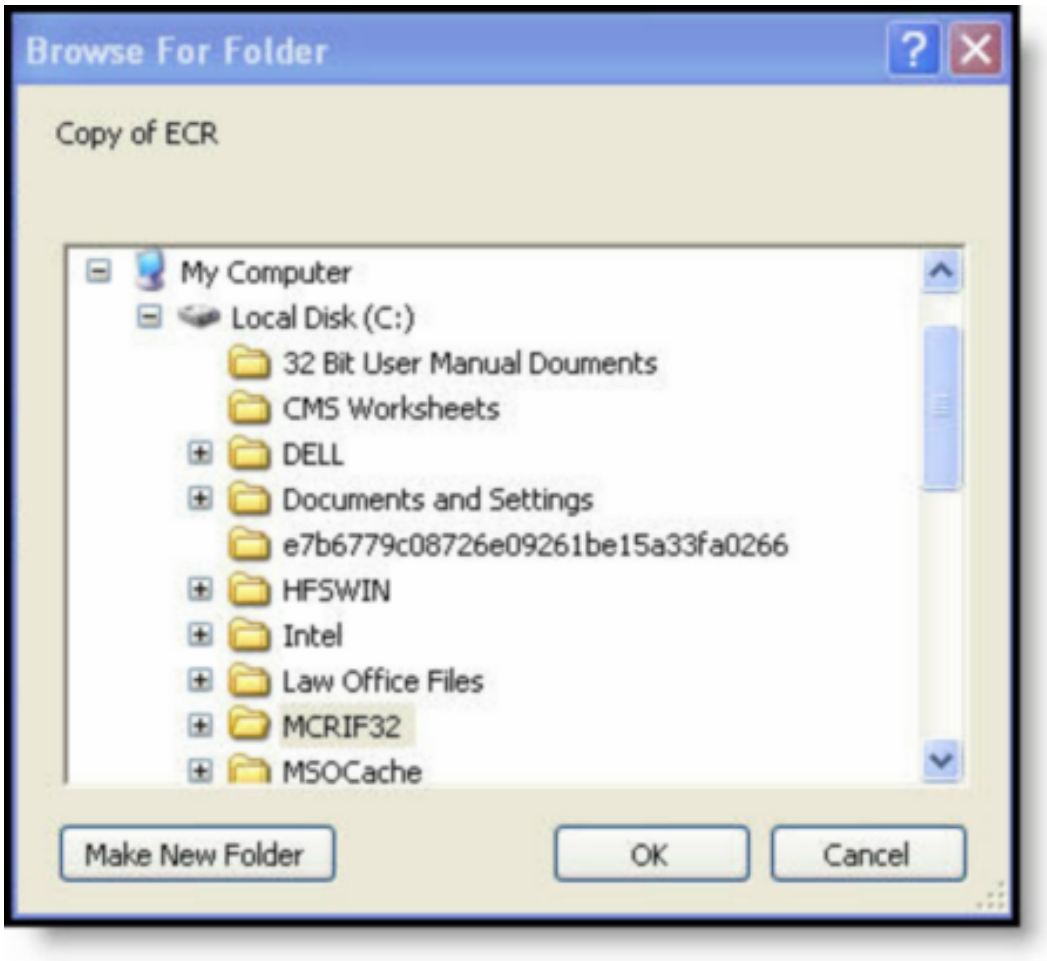

Note: The target drive/directory for the ECR file may also be modified in the Preferences window, under **Setup Options**, select **File Locations** and then click **ECR Files**. To change the target destination click on the **Edit Item** button and the cursor will appear in the text box and you can type the preferred destination. Alternatively,you can click the **Open** button and browse to and select the appropriate location. If the submission option and target destination are both correct, click **OK** and the ECR export process will begin. The following dialog box will appear and depict the progress and status of the ECR export process.

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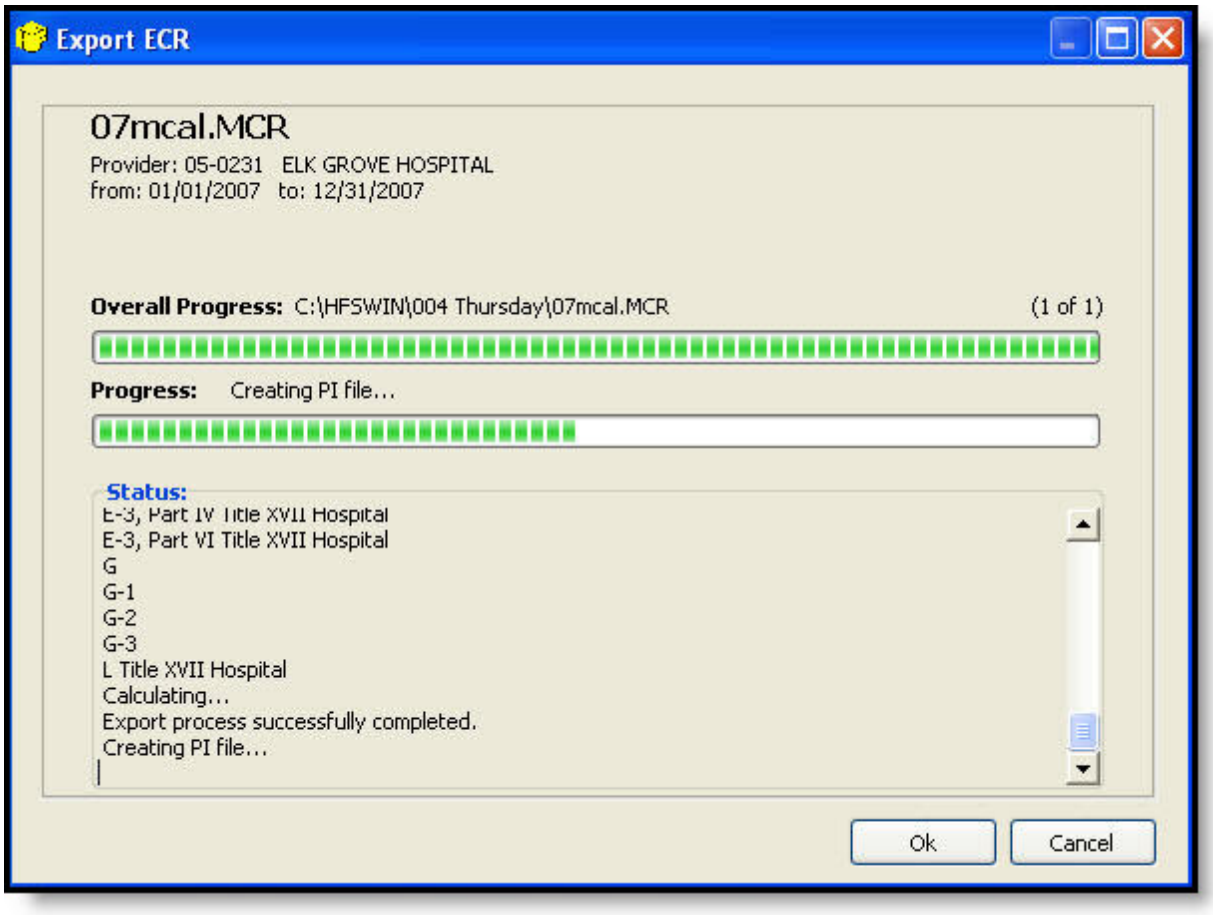
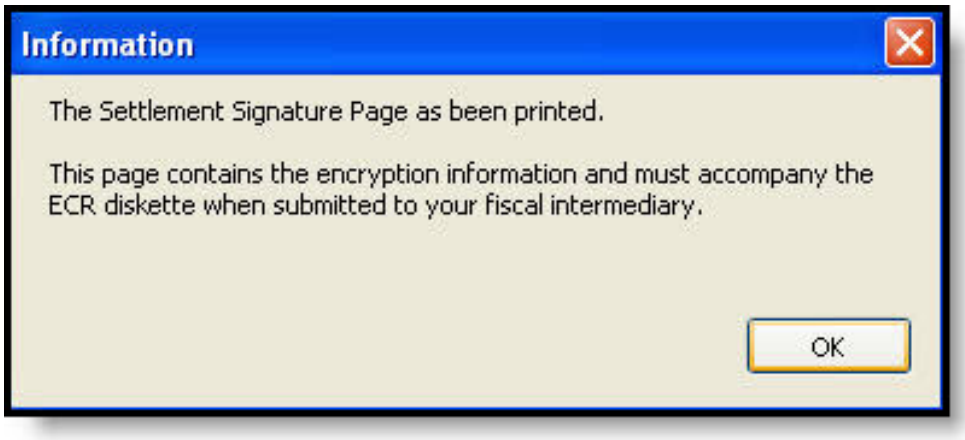


If the export process is successful, the Settlement /Signature Page will be sent to the printer and you will see the following dialog box .


Information
The Settlement Signature Page as been printed.
This page contains the encryption information and must accompany the ECR diskette when submitted to your fiscal intermediary.
OK

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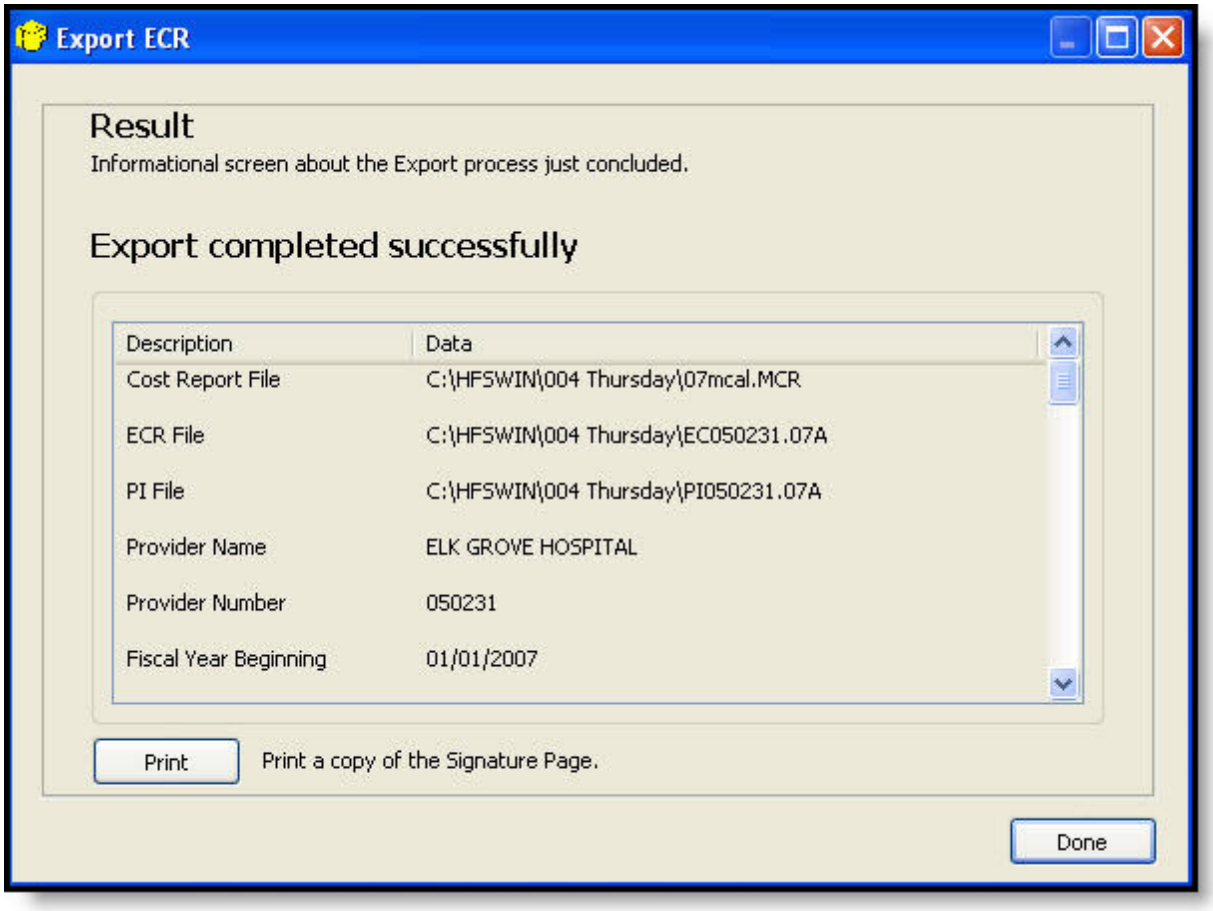
Click **OK**. The cost report program will display the result of the ECR export process. The name of the cost report file, EC file, PI file, provider name, provider number and fiscal year will be displayed. Either click **Print** to produce another copy of the Settlement Signature Page or click **Done**.



The Signature Settlement Page must be submitted with the disk, CD, or flash drive containing the EC and PI files. If submitting using a system other than the 2552-10, 2540-10 or 265-11, the user must also submit a printed copy of the CMS 339 Questionnaire because it is not part of the EC or PI files. It is always a good idea to confirm that the ECR files are on the diskette or CD before submitting the ECR file. Using Windows Explorer or My Computer, navigate to the disk where the files are supposed to be and confirm they are there and that they were created at the same time on the same date. Every year numerous provider cost reports are rejected because the preparer made a mistake and the ECR files are not on the disk submitted to the MAC.

HFS makes an automatic backup of the ECR files, and the encrypted signature page, in the folder where you opened the cost report. If you click on Options/Preferences/Setup/File Locations, the "current year files" location is where the backup is made. For a hospital you would see ECxxxxxx.09A, PIxxxxxx.09A (or 09A.PDF) and ECxxxxxx.09A.PDF (the signature page). We also compress the PI file as PIxxxxxx.exe (this is the same file as PIxxxxxx.09A, so if you need to resend the files, use the ".09A" or “09A.PDF” not the ".exe".

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PS&R Reconciliation

The HFS PS&R Reconciliation tool is an integrated component of the Medicare cost report software. The PS&R Reconciliation tool is a very efficient to import PS&R data directly into the cost report. Provider Statistical & Reimbursement reports ("PS&R") are produced by a standard system provided by CMS. The PS&R system collects Medicare Part A claims data processed on the standard claims processing system. The two primary reports produced by the PS&R system are the Provider Summary Report and the Payment Reconciliation Report. The Provider Summary Report contains a summary of Medicare Part A charges, Medicare patient days, deductibles, coinsurance, payments, etc. for each provider for a specified period of time. Providers use Provider Summary Reports to prepare their Medicare cost reports. The Payment Reconciliation Report provides detailed claims data that supports the Provider Summary Report.

The PS&R Reconciliation tool enables providers to prepare more accurate cost reports and also dramatically reduces the amount of data entry required to complete the cost report. HFS makes this tool available to both provider and MAC clients. The CMS PS&R website (https://am.cms.hhs.gov/amserver/UI/Login?goto=https%3A%2F%2Fpsr-ui.cms.hhs.gov%3A443%2Fpsr-ui) offers PS&R extract files as an output file option (you will need to request a csv format to import into HFS). These are the files that the cost report software can import into the PS&R tool.

Requirements: You must have a Medicare cost report file (.mcr file) with the correct fiscal year entered and all provider/sub-provider Medicare provider numbers entered on Worksheet S-2. The provider component information on Worksheet S-2 is used to match to the PS&R data. The fiscal year information on Worksheet S-2 will be used to split the PS&R data. Other information such as Payment System will be used to correctly cross-reference PS&R Data.

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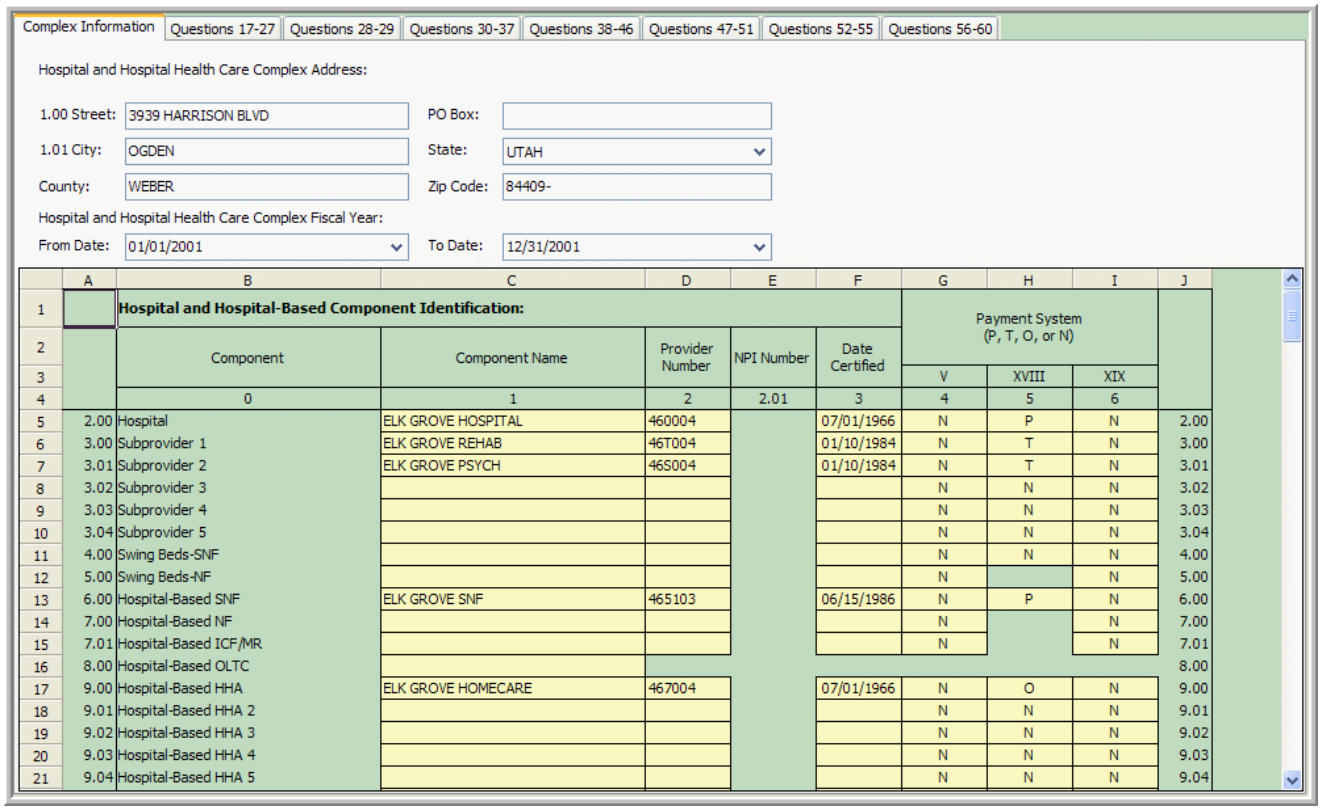

Complex Information | Questions 17-27 | Questions 28-29 | Questions 30-37 | Questions 38-46 | Questions 47-51 | Questions 52-55 | Questions 56-60

Hospital and Hospital Health Care Complex Address:

1.00 Street: 3939 HARRISON BLVD PO Box:

1.01 City: OGDEN State: UTAH

County: WEBER Zip Code: 84409-

Hospital and Hospital Health Care Complex Fiscal Year:

From Date: 01/01/2001 To Date: 12/31/2001

	A	B	C	D	E	F	G	H	I	J
1		**Hospital and Hospital-Based Component Identification:**					Payment System (P, T, O, or N)			
2		Component	Component Name	Provider Number	NPI Number	Date Certified				
3							V	XVIII	XIX	
4		0	1	2	2.01	3	4	5	6	
5	2.00	Hospital	ELK GROVE HOSPITAL	460004		07/01/1966	N	P	N	2.00
6	3.00	Subprovider 1	ELK GROVE REHAB	46T004		01/10/1984	N	T	N	3.00
7	3.01	Subprovider 2	ELK GROVE PSYCH	46S004		01/10/1984	N	T	N	3.01
8	3.02	Subprovider 3					N	N	N	3.02
9	3.03	Subprovider 4					N	N	N	3.03
10	3.04	Subprovider 5					N	N	N	3.04
11	4.00	Swing Beds-SNF					N	N	N	4.00
12	5.00	Swing Beds-NF					N		N	5.00
13	6.00	Hospital-Based SNF	ELK GROVE SNF	465103		06/15/1986	N	P	N	6.00
14	7.00	Hospital-Based NF					N		N	7.00
15	7.01	Hospital-Based ICF/MR					N		N	7.01
16	8.00	Hospital-Based OLTC								8.00
17	9.00	Hospital-Based HHA	ELK GROVE HOMECARE	467004		07/01/1966	N	O	N	9.00
18	9.01	Hospital-Based HHA 2					N	N	N	9.01
19	9.02	Hospital-Based HHA 3					N	N	N	9.02
20	9.03	Hospital-Based HHA 4					N	N	N	9.03
21	9.04	Hospital-Based HHA 5					N	N	N	9.04

This screen shows an example of Worksheet S-2 with the required data entered in the cells for fiscal year and provider numbers.

Home Health Agencies also need to enter CBSA codes prior to importing the .csv file to ensure the correct data is imported and the appropriate crosswalk is applied to the imported PS&R data. HHA must enter CBSA codes in the following worksheet locations:

- Hospital based Home Health Agency data - 2552-96 & 2552-10 is Worksheet S-4, line 20;
- SNF based Home Health Agency data - 2540-96 is Worksheet S-4, line 17, columns 1 & 1.01; 2540-10 is Worksheet S-4, line 22;
- free-standing Home Health Agency - S-3, line 29, columns 1 & 1.01.

7.1 Open the PS&R Reconciliation Tool

Your cost report must be open before you can start the PS&R Reconciliation tool. On the Tools menu, select PS&R Reconciliation.

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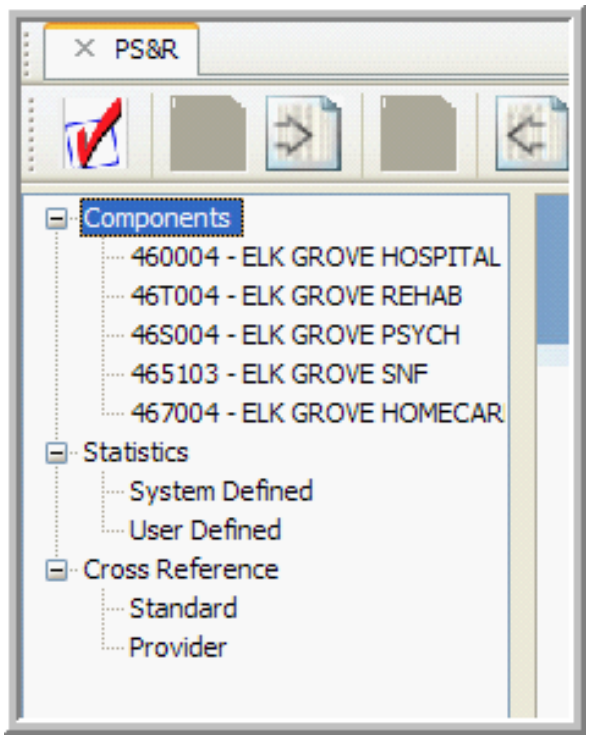

Note that the provider and sub-providers (and their respective provider numbers) have been populated in the **Component** section of the **PS&R Reconciliation** screen. This will occur automatically when you start the PS&R feature.

There are numerous options that can be selected for the PS&R. See PS&R Options.

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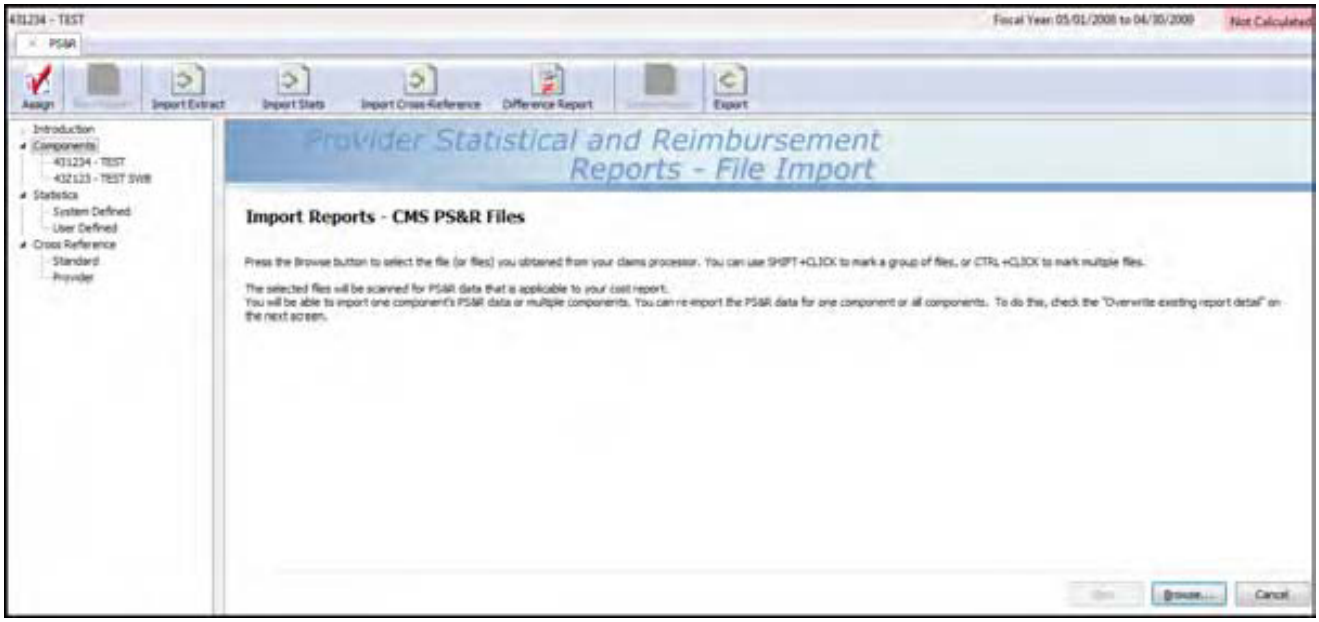
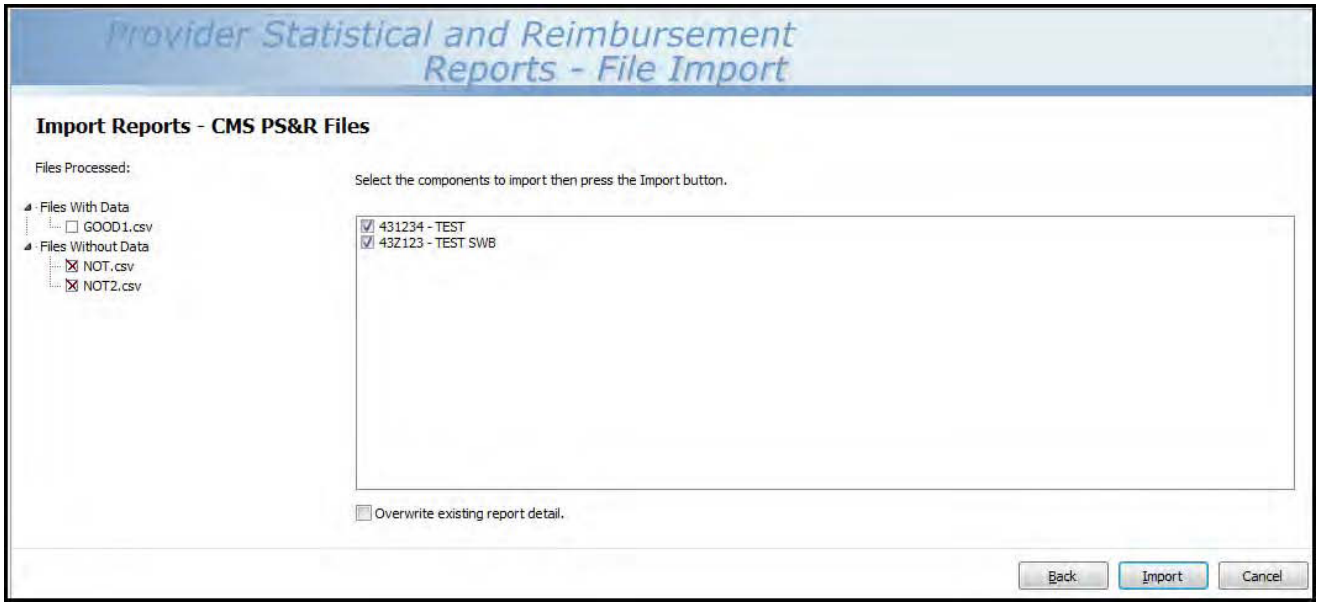
7.2 Import PS&R Data

To import the PS&R data, click on the **Import Extract** icon. The following screen will appear:



The import function is context specific. Only data associated with providers identified in the opening screen and with dates of service that fall within the cost report period can be imported. To import data click on the browse button to locate the PS&R extract files. The system can handle a single ".TXT" or ".PRN" file containing all the splits or multiple files containing the splits. In addition, the new CSV format that CMS has introduced can also be imported. We do not expect you to examine the files to determine if they are complete. The system will do that for you.



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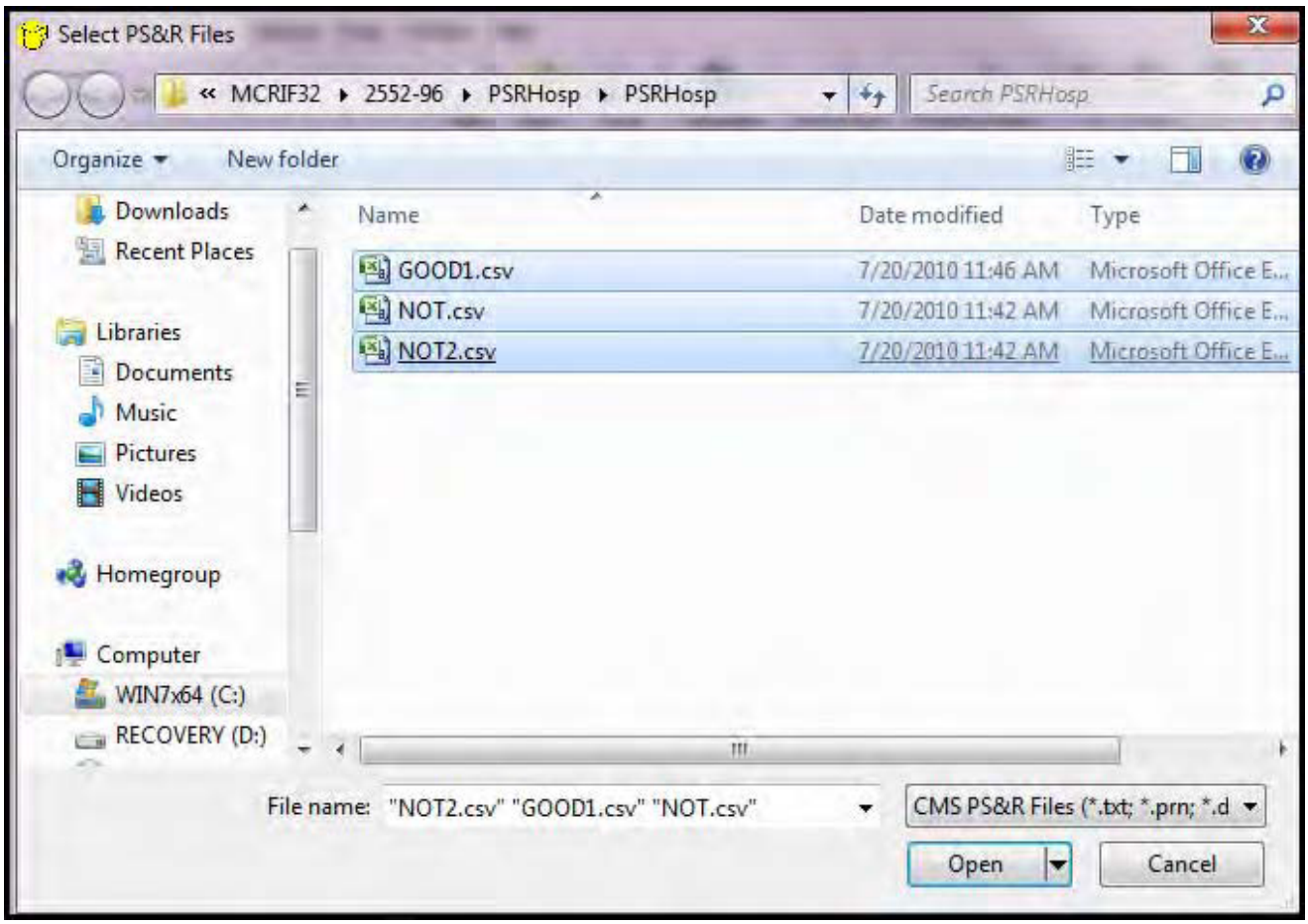
Highlight all the PS&R extract files you obtained and want to import and then click *Open.*



It is best to import the files at the same time. Trying to import files individually can cause problems if you inadvertently import one or more files more than one time.

If you accidentally selected unrelated PS&R extract files, the files will not be imported. The files will be excluded from the import because either the cost report period or the provider number (or both) on the cost report's S-2 did not match the data in the PS&R extract files. Select the files to import and click *Open*.

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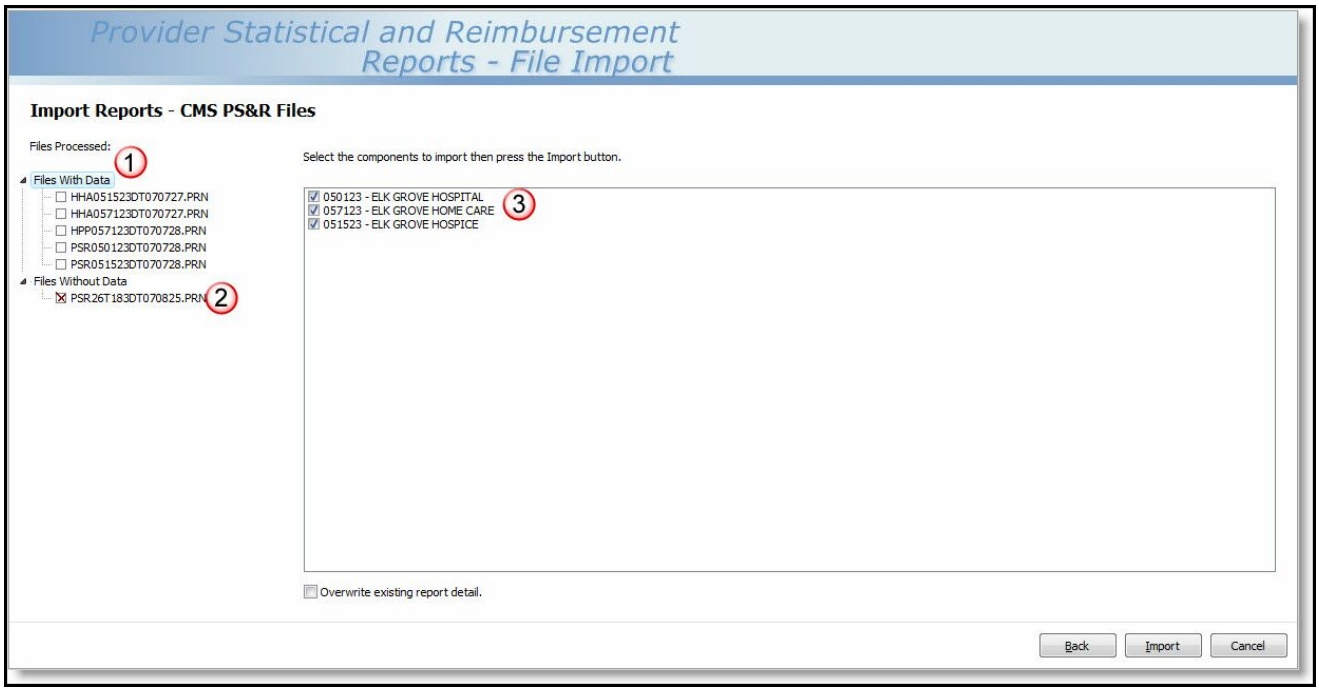

You will see the screen shown above. The software will already have analyzed the files you selected to import and will show you which files have data that may be imported and will also show you any files that do not. (See items 1 and 2.) By default, all components will be selected for import. If you u-select any components the files that have data which may be imported may change. Only files with data for the selected components may be imported. There is a check box underneath the component section. Check the box if you want to overwrite any existing report detail when you import the data in the selected files. This option will wipe out any existing report data and replace it with the data you are about to import. Click *Import* to import data for the selected components from the extract files you identified.

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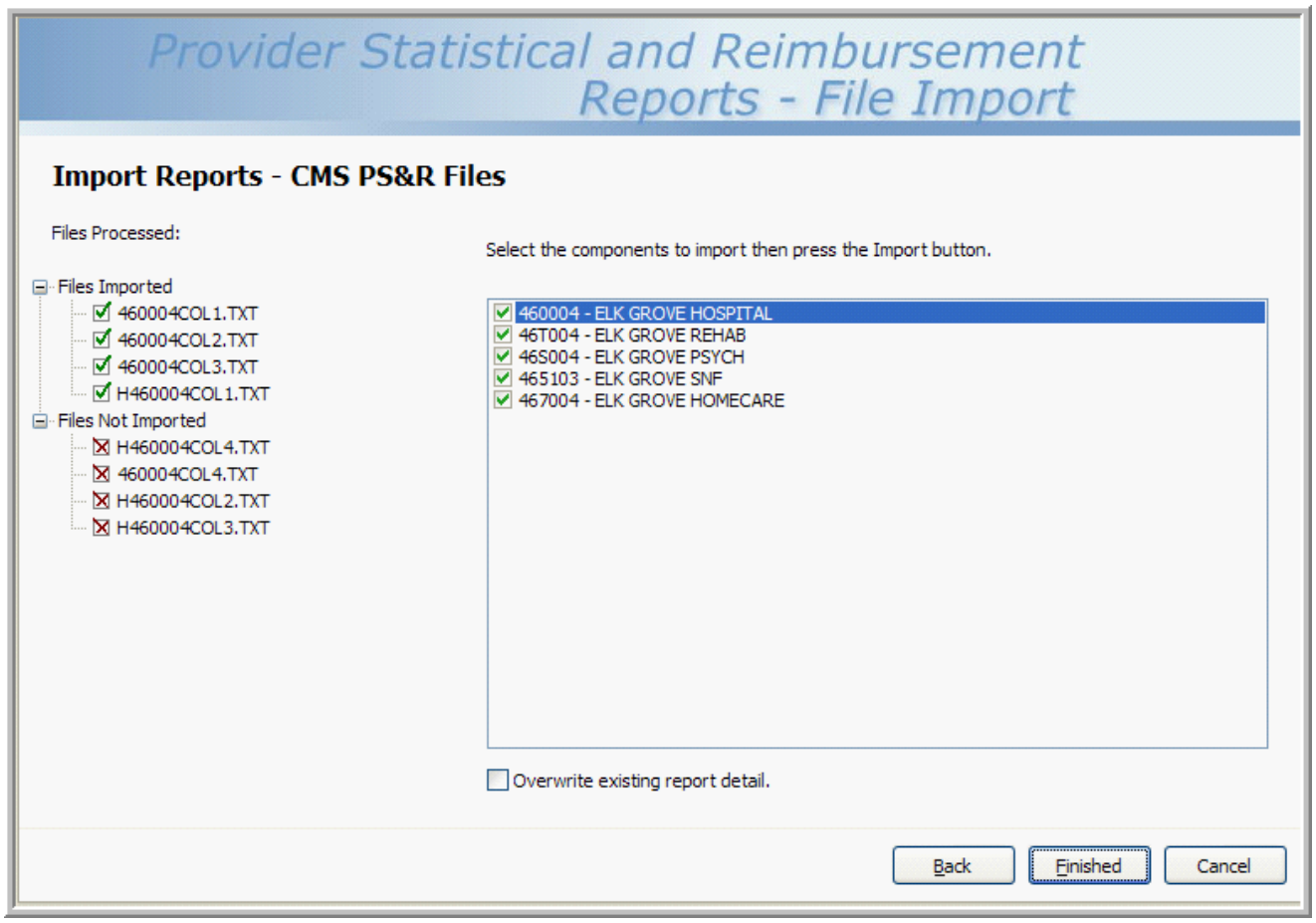

After the import is complete, the results will be displayed. Note that the five PS&R Extract files that relate to the cost report all have a check mark ☑ that denotes a successful import. Note that five of the ten files were not imported. These files are marked with a red "X" ☒. This is because these files did not contain data relevant to the cost report. Click the **Finished** button and the **Import** screen will close. The **Report** screen will be displayed:

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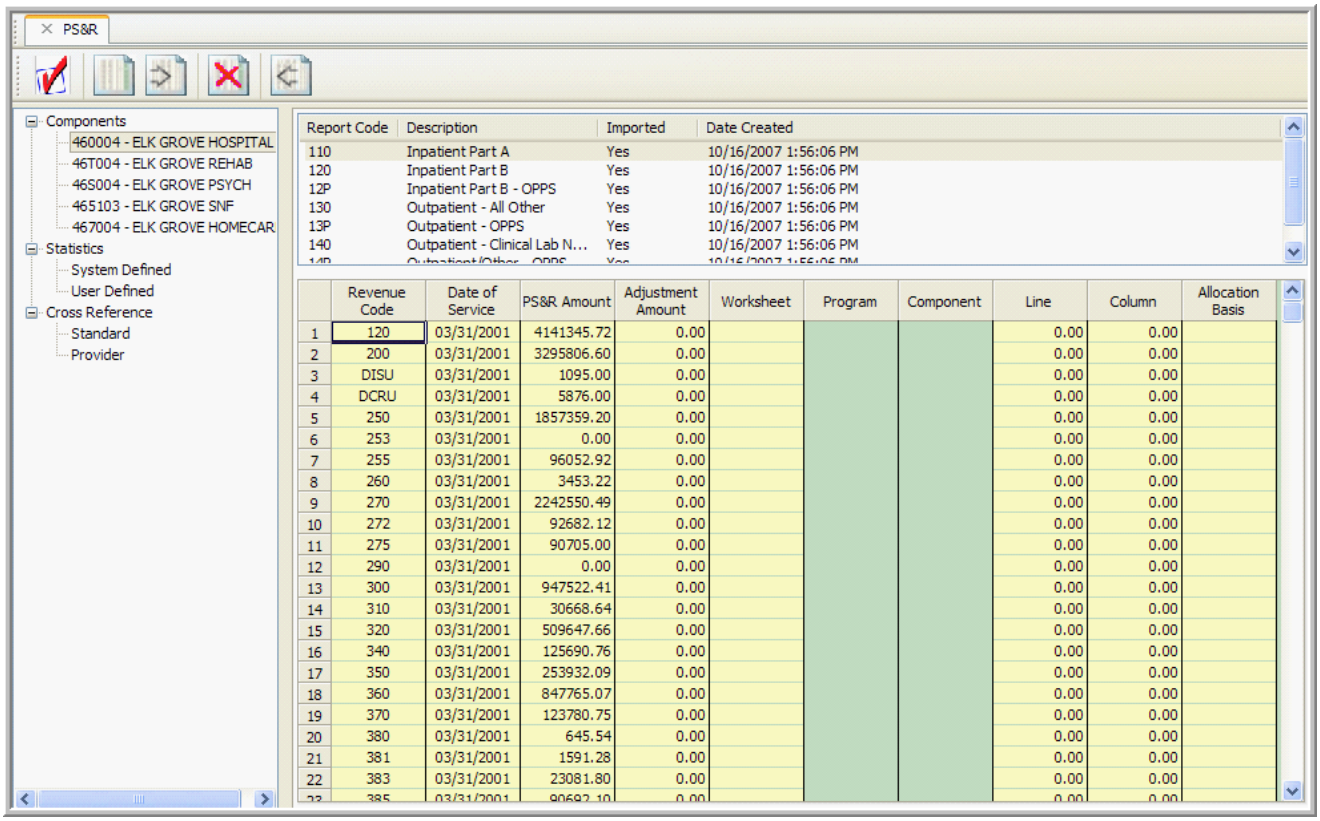

✓✓

Note: By clicking on a component, the reports associated with that component will appear in the top of the screen. Clicking on individual reports will display the report with all the revenue codes, dates of service and PS&R amount

7.3 Sort PS&R Data

The default sort order is by revenue code, and then by date of service. You can sort by any column by clicking on the column heading.

	Revenue Code	Date of Service	PS&R Amount	Adjustment Amount	Worksheet	Program	Component	Line	Column	Allocation Basis
1	120	09/30/2001	6948054.16	0.00				0.00	0.00	
2	120	12/31/2001	4035756.23	0.00				0.00	0.00	
3	120	03/31/2001	4141345.72	0.00				0.00	0.00	
4	200	12/31/2001	2184893.32	0.00				0.00	0.00	
5	200	09/30/2001	3915026.68	0.00				0.00	0.00	
6	200	03/31/2001	3295806.60	0.00				0.00	0.00	
7	250	09/30/2001	2555091.29	0.00				0.00	0.00	
8	250	03/31/2001	1857359.20	0.00				0.00	0.00	
9	250	12/31/2001	1510086.29	0.00				0.00	0.00	

Note: There are no duplicate dates of service.

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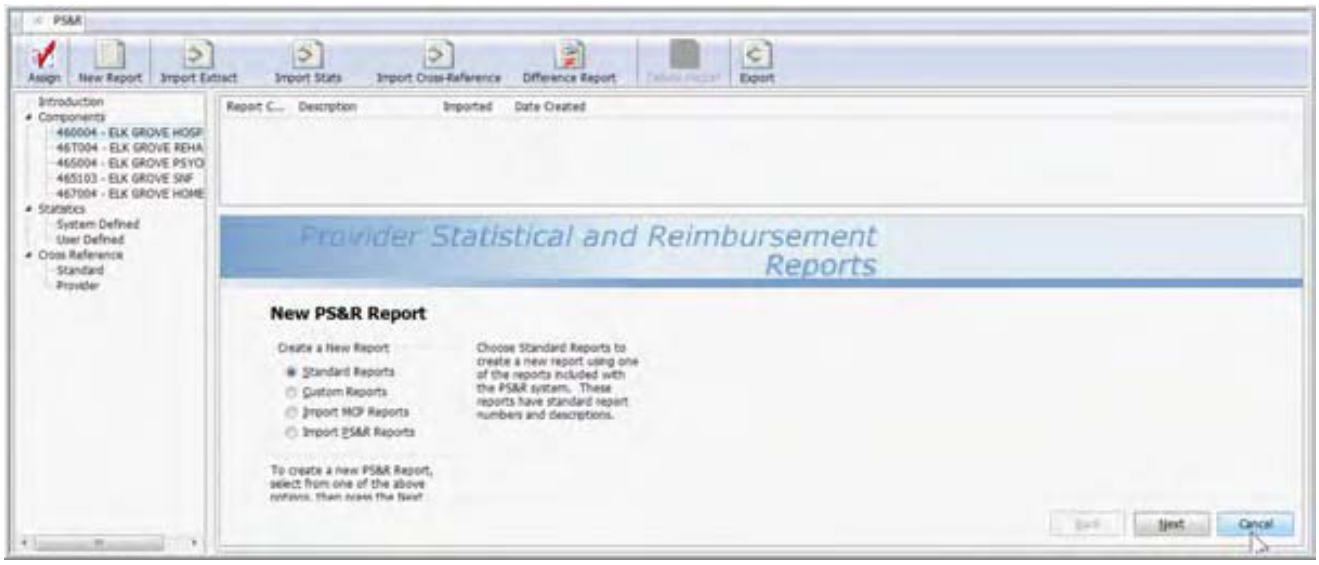
7.4 Manually Input PS&R Data

The PS&R feature allows you to manually enter data if extract files are not available. To do this, click on the component that you wish to create a new report for and the following screen will be displayed.



Here, you can create new reports by choosing from a list of standard reports (see below).

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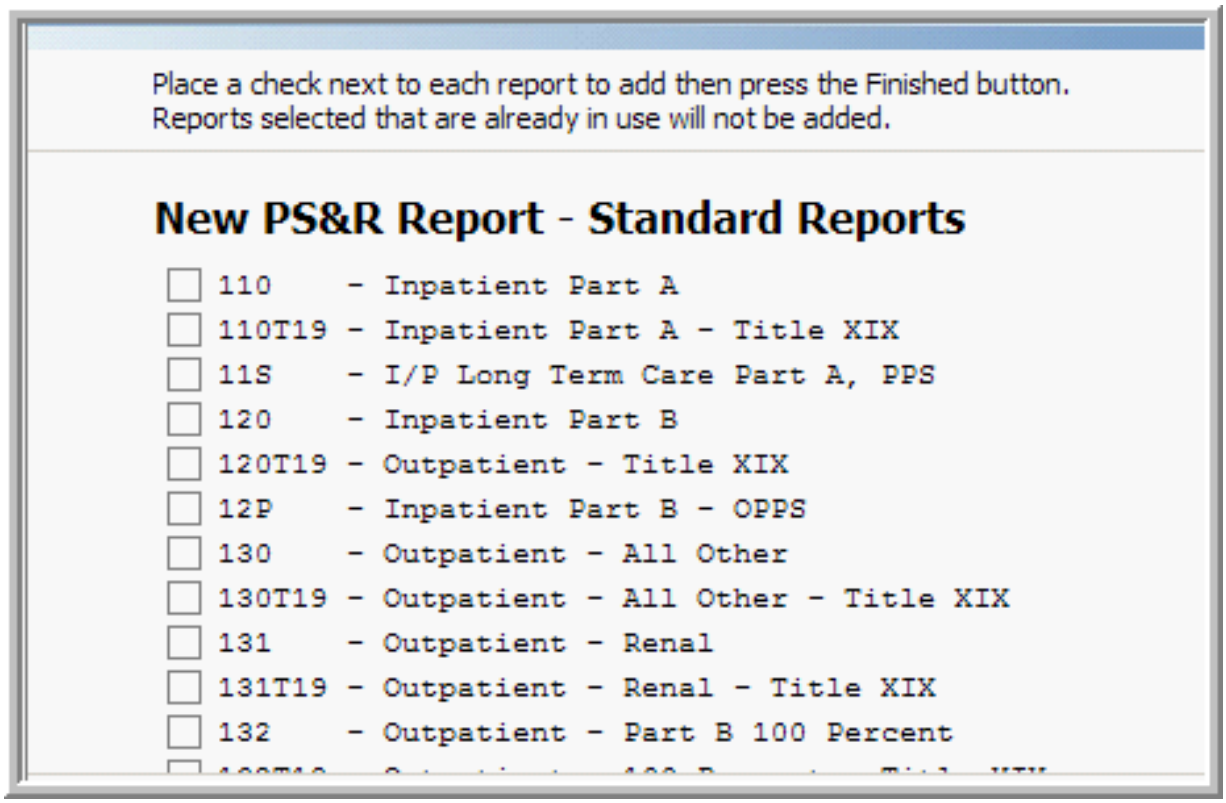
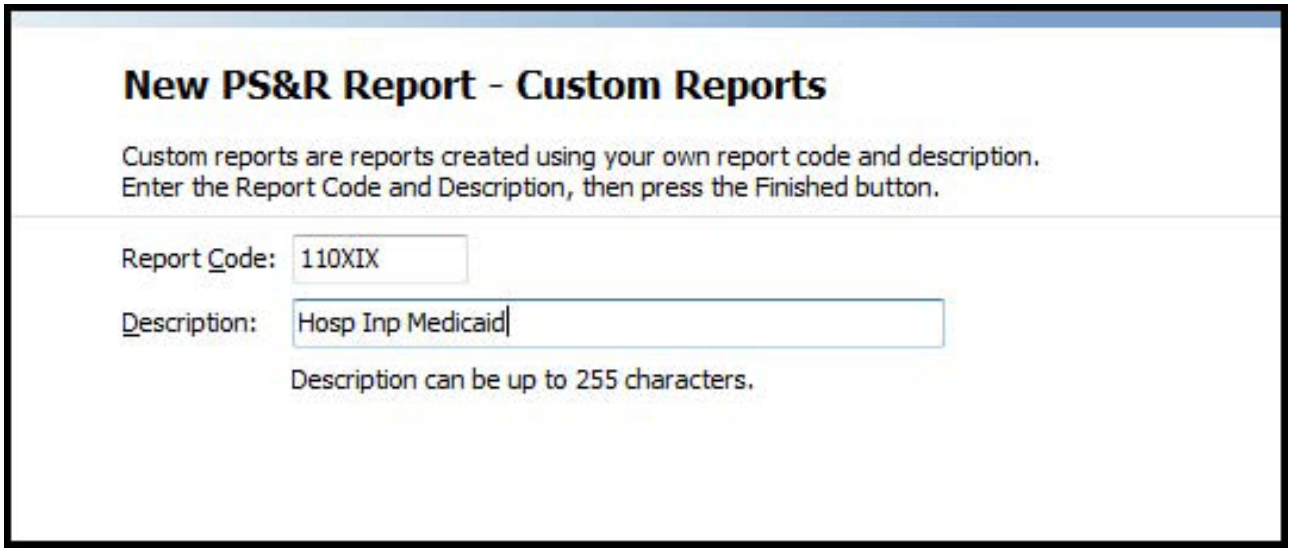

Place a check next to each report to add then press the Finished button.
Reports selected that are already in use will not be added.
New PS&R Report - Standard Reports
110 - Inpatient Part A
110T19 - Inpatient Part A - Title XIX
11S - I/P Long Term Care Part A, PPS
120 - Inpatient Part B
120T19 - Outpatient - Title XIX
12P - Inpatient Part B - OPPS
130 - Outpatient - All Other
130T19 - Outpatient - All Other - Title XIX
131 - Outpatient - Renal
131T19 - Outpatient - Renal - Title XIX
132 - Outpatient - Part B 100 Percent

In addition, you can create customized reports by selecting the *Custom Reports* option. You will see the following screen.


New PS&R Report - Custom Reports
Custom reports are reports created using your own report code and description.
Enter the Report Code and Description, then press the Finished button.
Report Code: 110XIX
Description: Hosp Inp Medicaid
Description can be up to 255 characters.

In the example above, you entered “110XIX” and “Hosp Inp Medicaid” to create the custom report.

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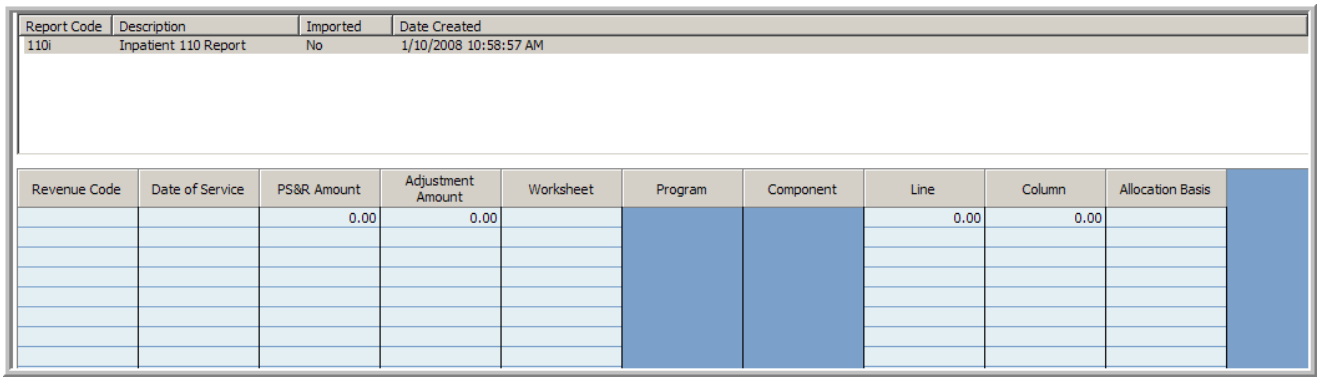
Click **Finished** to create the new report. The report screen for the new report will open. You can type data into the various cells.



Report Code	Description	Imported	Date Created
110i	Inpatient 110 Report	No	1/10/2008 10:58:57 AM

Revenue Code	Date of Service	PS&R Amount	Adjustment Amount	Worksheet	Program	Component	Line	Column	Allocation Basis
		0.00	0.00				0.00	0.00	

You can also type data on a report that was created automatically when you imported the PS&R data. You may need to add amounts that were not included in the extract file.

7.5 Standard Cross-Reference

There are two types of cross-reference: standard and provider. Both are automatically created by the software. The Standard Cross-Reference comes with the software. The Provider Cross-Reference is generated when you import data. The Provider Cross-Reference only uses revenue codes that are in your PS&R extract files. The Standard Cross-Reference contains all revenue codes regardless of whether they are in the imported extract files.

Under the **Cross-Reference** heading you will see **Standard** and **Provider**. The Standard Cross-Reference is for informational purposes only. The Standard Cross-Reference shows you what the default assignment will be for each revenue code.

The Provider Cross-Reference will show up on your imported or manually entered reports. You will customize this for your provider. We will explain how you can use the Provider Cross-Reference in future years.

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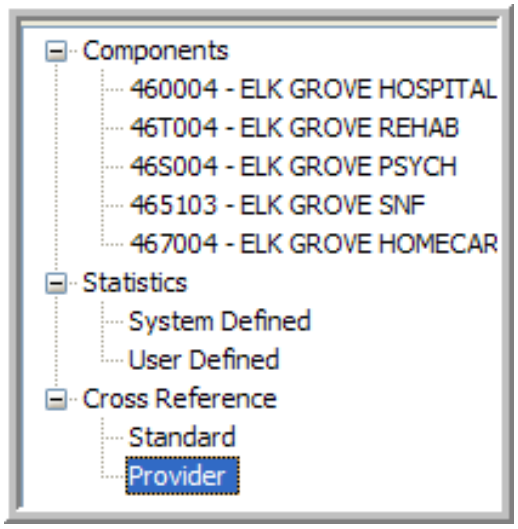
7.6 Update Provider Cross-Reference

You can view and edit the Provider Cross-Reference by clicking **Provider** under the heading **Cross-Reference** on the left side of the screen (see below).



The following picture is an example of the **Provider Cross-Reference** screen (the line numbers are for the 2552-96).

	Revenue Code	Revenue Code Description	Worksheet A Line Number	Statistic Code	Override for Part B Line Number	Override for Part B Statistic Code
1	120	ROOM-BOARD/SEMI	25.00		0.00	
2	121	MED-SUR-GY/2BED	25.00		0.00	
3	169	R&B/OTHER	25.00		0.00	
4	200	INTENSIVE CARE	26.00		0.00	
5	250	PHARMACY	56.00		0.00	
6	254	DRUGS/INCIDENT ODX	56.00		0.00	
7	255	DRUGS/INCIDENT RAD	41.00		0.00	
8	258	IV SOLUTIONS	56.00		0.00	
9	260	IV THERAPY	48.00		0.00	
10	270	MED-SURG SUPPLIES	55.00		0.00	
11	271	NONSTER SUPPLY	55.00		0.00	
12	272	STERILE SUPPLY	55.00		0.00	
13	276	INTR OC LENS	55.00		0.00	
14	278	SUPPLY/IMPLANTS	55.00		0.00	
15	279	SUPPLY/OTHER	55.00		0.00	
16	300	LABORATORY	44.00		0.00	
17	301	LAB/CHEMISTRY	44.00		0.00	
18	302	LAB/IMMUNOLOGY	44.00		0.00	
19	305	LAB/HEMATOLOGY	44.00		0.00	
20	306	LAB/BACT-MICRO	44.00		0.00	
21	307	LAB/UROLOGY	44.00		0.00	
22	309	LAB/OTHER	44.00		0.00	
23	311	PATHOL/CYTOLOGY	44.00		0.00	
24	320	DX X-RAY	41.00		0.00	

The first time you view the Provider Specific Crosswalk all worksheet A line numbers will be set to HFS's assumptions. You will customize the crosswalk for the provider whose cost report you

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are preparing. There are four columns on the provider specific crosswalk screen: **Worksheet A Line Number**; **Statistic Code**; **Override for Part B Line Number**; and **Override for Part B Statistic Code**. The **Worksheet A Line Number** field should be filled out with the appropriate cost center. If the revenue code should be allocated to multiple cost centers, type "0" for the **Worksheet A Line Number** and enter a statistic code in the **Statistic Code** column. (See section 7.8 for further details.)

The **Override for Part B Line Number** column and the **Override for Part B Statistic Code** column are used if you need to assign revenue codes to one place for Part A reports and another place for Part B reports. These entries act as overrides for the Part B reports and only need to be filled out if the first two columns of information cannot be used for the Part B reports.

7.7 Import Provider Cross-Reference

If you used the PS&R feature in a prior year and you want to start this cost report with the Provider Cross-Reference that you previously customized, you need the .mcp file from the prior year. Click the **Import Cross-Reference** button on the toolbar.

The following screen will be displayed.

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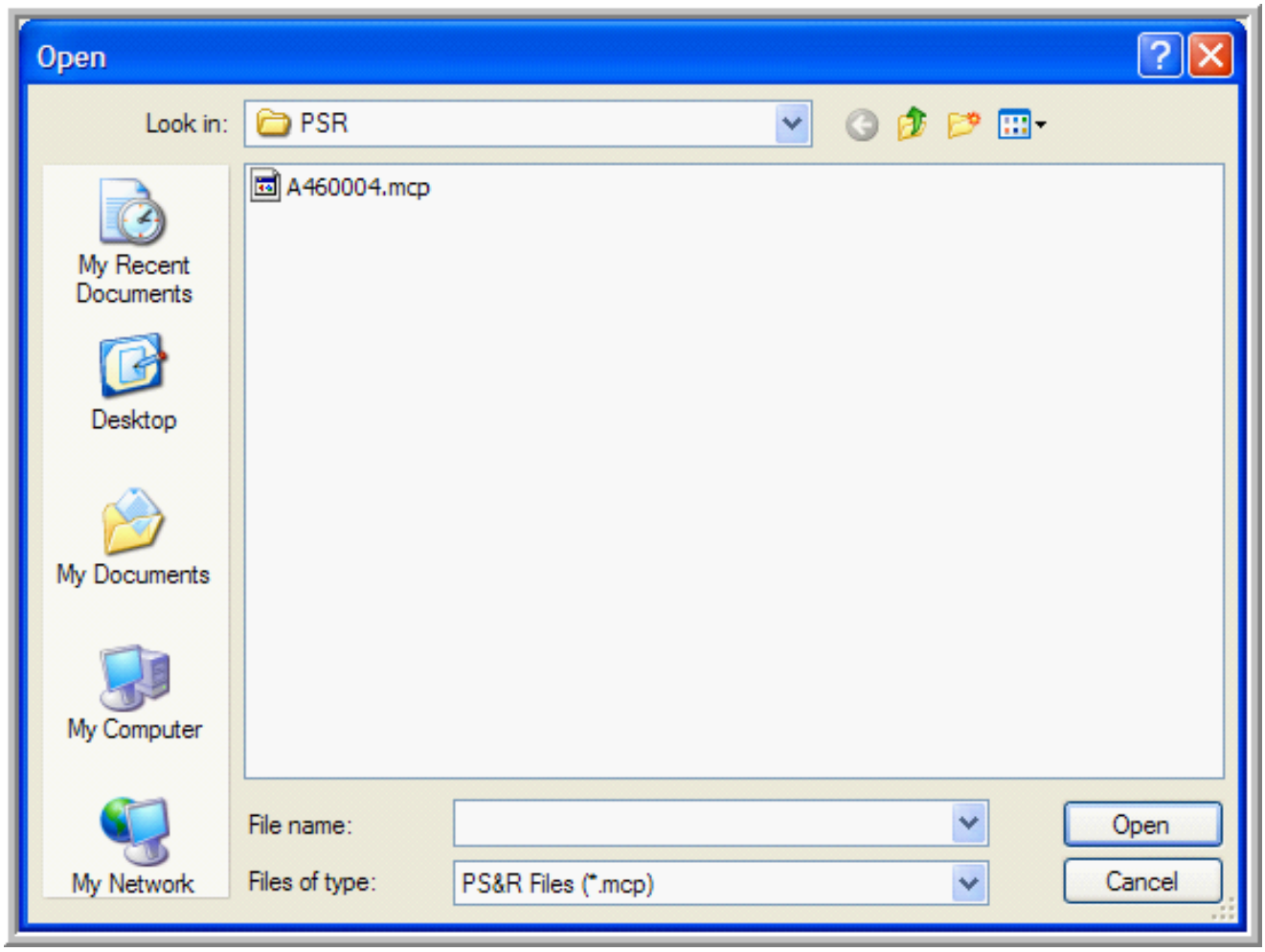

Browse to and select the .mcp file then click **Open**. The cross-reference will be imported. Once you are satisfied with the Provider Cross-Reference, you are ready for the next step.

7.8 Allocate with Statistics

If you have a revenue code that should be assigned to more than one cost center you can use a statistic. The first step is to assign a statistic code to the revenue code that needs to be split. You can enter this statistic code on the report or on the Provider Cross-Reference.

To create a statistic, click on **User Defined**, under the **Statistics** heading, to open the **New PS&R Statistic** screen. Give your statistic a four character stat code and a description.

Note: Stat codes are case sensitive. When you use a user defined stat code you must type it exactly as it was typed when you created it. For instance, user defined stat code "110I" is not the same as user defined stat code "110i."

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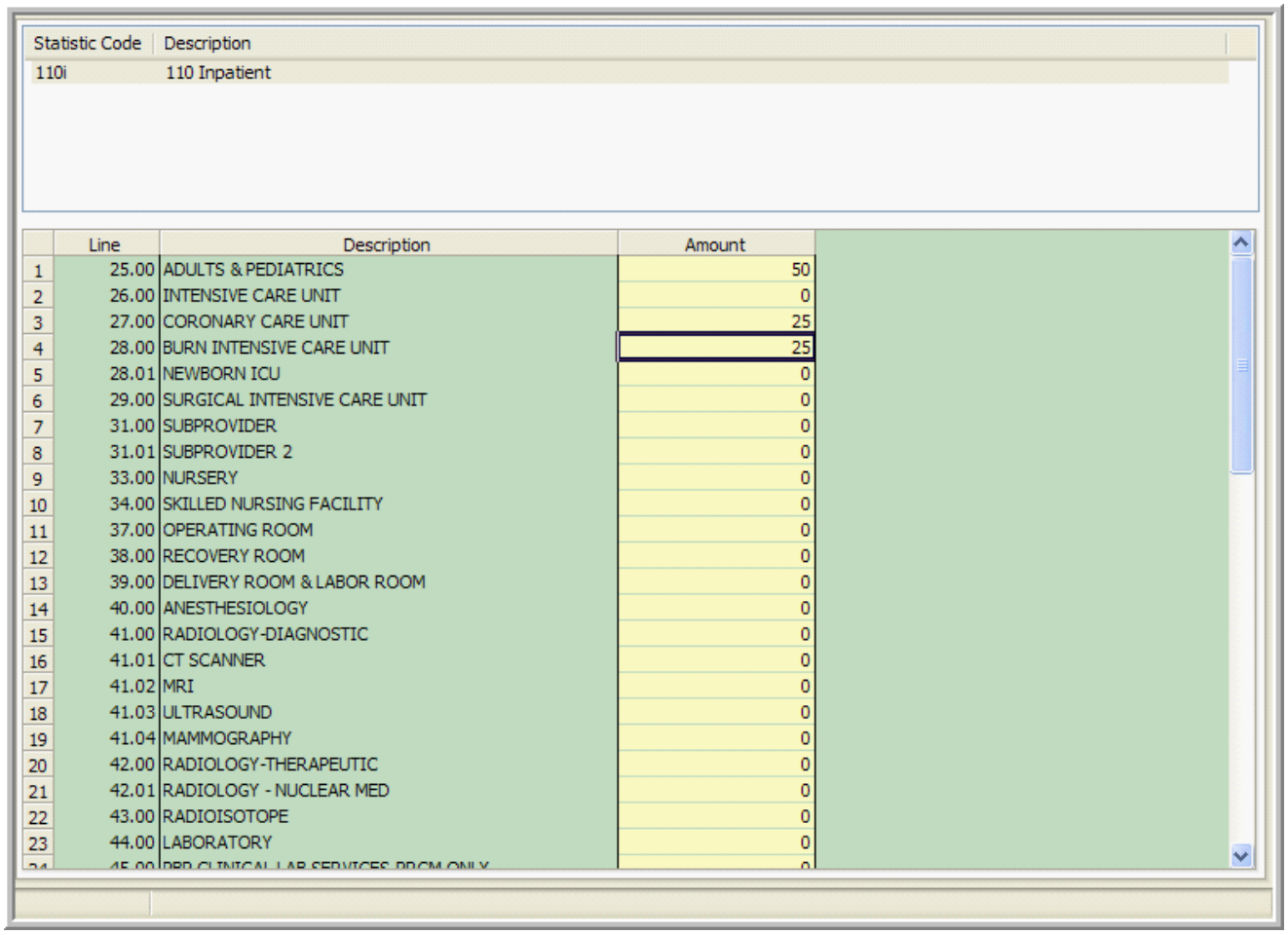
Once you have entered the code and description, click **Finished**. The following screen will appear.



Statistic Code	Description
110i	110 Inpatient

	Line	Description	Amount
1	25.00	ADULTS & PEDIATRICS	50
2	26.00	INTENSIVE CARE UNIT	0
3	27.00	CORONARY CARE UNIT	25
4	28.00	BURN INTENSIVE CARE UNIT	25
5	28.01	NEWBORN ICU	0
6	29.00	SURGICAL INTENSIVE CARE UNIT	0
7	31.00	SUBPROVIDER	0
8	31.01	SUBPROVIDER 2	0
9	33.00	NURSERY	0
10	34.00	SKILLED NURSING FACILITY	0
11	37.00	OPERATING ROOM	0
12	38.00	RECOVERY ROOM	0
13	39.00	DELIVERY ROOM & LABOR ROOM	0
14	40.00	ANESTHESIOLOGY	0
15	41.00	RADIOLOGY-DIAGNOSTIC	0
16	41.01	CT SCANNER	0
17	41.02	MRI	0
18	41.03	ULTRASOUND	0
19	41.04	MAMMOGRAPHY	0
20	42.00	RADIOLOGY-THERAPEUTIC	0
21	42.01	RADIOLOGY - NUCLEAR MED	0
22	43.00	RADIOISOTOPE	0
23	44.00	LABORATORY	0

Enter your allocation on this screen. In this example, this statistic that will assign a revenue code to cost centers 25, 27, and 28. The allocation entered is 50, 25 and 25. 50% will go to cost center 25, and 25% to cost centers 27 and 28.

Note: If you know the exact dollar amount that you wish to assign to certain cost centers, you can enter these amounts instead of using a percentage.

You can create splits between an actual cost center and a 999 line (e.g., No LINE). The 999.00 Not Allocated\Non Allowable option is at the very end of the **Stat Setup Cost Center** screen.

The PS&R feature has certain statistics that have already been defined. Click **System Defined** and the pre-defined stats will appear in the top section of the screen. Click on individual pre-defined stats to show the allocations. To modify a “system” or a “user defined" statistic, select the statistic and modify it.

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Next, assign the statistic. You can assign the statistic to each similar revenue code in all reports or to only one report. To add the statistic globally, add it in the statistic code column in the provider cross-reference. Enter the statistic code in the **Allocation Basis** column for a revenue code in a report when you only want the assignment to apply to a particular report. The image below is an example of how you apply statistics at the Provider Cross-Reference level.

	Revenue Code	Revenue Code Description	Worksheet A Line Number	Statistic Code	Override for Part B Line Number	Override for Part B Statistic Code
1	120	ROOM-BOARD/SEMI	25.00		0.00	
2	121	MED-SUR-GY/2BED	0.00	110i	0.00	
3	169	R&B/OTHER	25.00		0.00	
4	200	INTENSIVE CARE	26.00		0.00	
5	250	PHARMACY	56.00		0.00	

If the you want to apply the Revenue Split to Part B only, enter the statistic in the **Statistic Code – Part B Only** column.

Note: Wherever the statistics are added, the previously assigned line has to be zeroed and the statistic added. The following is an example of statistic (110I) that has been assigned to Revenue Code 200 in report 110 – Inpatient Part A:

Report Code	Description	Imported	Date Created
110	Inpatient Part A	Yes	1/10/2008 12:16:07 PM
110i	Inpatient 110 Report	No	1/10/2008 10:58:57 AM
120	Inpatient Part B	Yes	1/10/2008 12:16:07 PM
12P	Inpatient Part B - OPPS	Yes	1/10/2008 12:16:07 PM
130	Outpatient - All Other	Yes	1/10/2008 12:16:07 PM
13P	Outpatient - OPPS	Yes	1/10/2008 12:16:07 PM

Revenue Code	Date of Service	PS&R Amount	Adjustment Amount	Worksheet	Program	Component	Line	Column	Allocation Basis
120	09/30/2001	6948054.16	0.00	D-4	Title XVIII	Hospital	25.00	2.00	
120	12/31/2001	4035756.23	0.00	D-4	Title XVIII	Hospital	25.00	2.00	
120	03/31/2001	4141345.72	0.00	D-4	Title XVIII	Hospital	25.00	2.00	
200	12/31/2001	2184893.32	0.00	D-4	Title XVIII	Hospital	0.00	2.00	110i
200	09/30/2001	3915026.68	0.00	D-4	Title XVIII	Hospital	0.00	2.00	110i
200	03/31/2001	3295806.60	0.00	D-4	Title XVIII	Hospital	0.00	2.00	110i
250	09/30/2001	2555091.29	0.00	D-4	Title XVIII	Hospital	56.00	2.00	

There are two important things to remember when entering a statistic: the statistic code has to be entered exactly as it was set up (i.e., it is case-sensitive); and if you are using a statistic, you must delete the previously assigned line number.

The Difference Report will highlight the Revenue Code subject to a statistic, by including the statistic code used next to the amount. [See the example below.]

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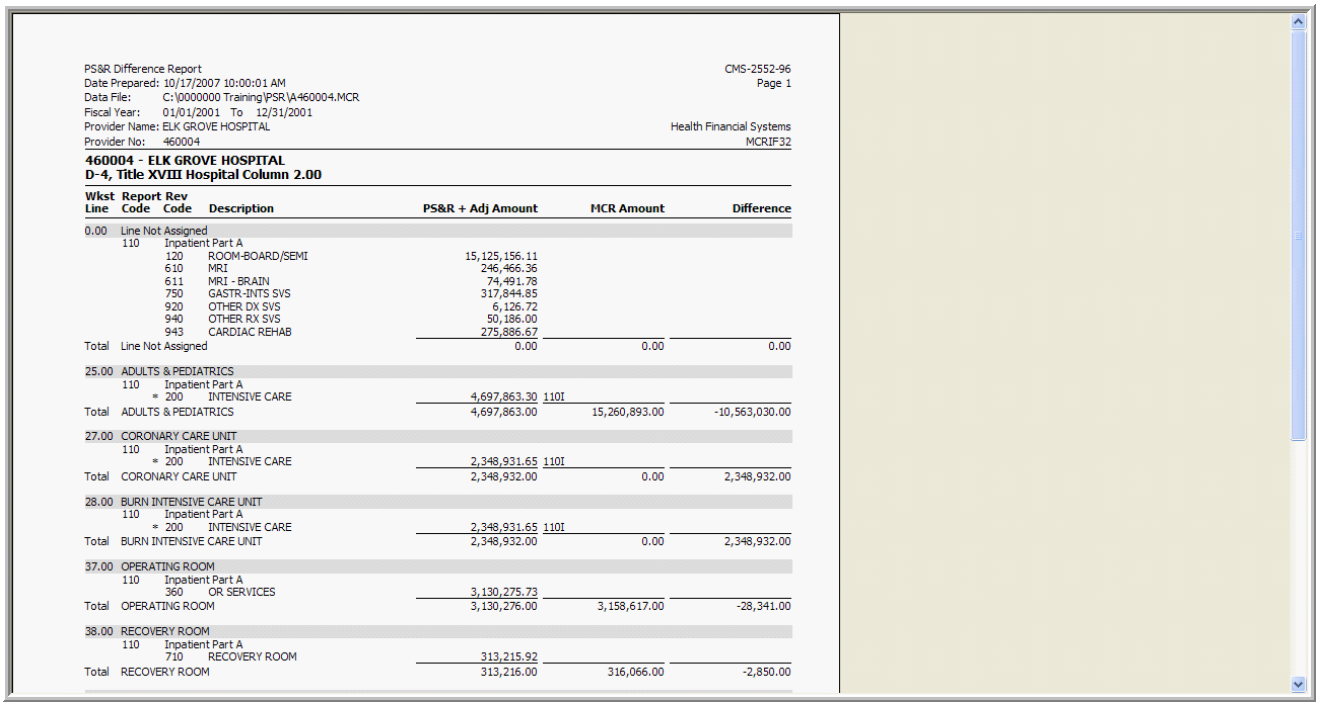


PS&R Difference Report — CMS-2552-96
Date Prepared: 10/17/2007 10:00:01 AM — Page 1
Data File: C:\0000000 Training\PSR\A460004.MCR
Fiscal Year: 01/01/2001 To 12/31/2001
Provider Name: ELK GROVE HOSPITAL — Health Financial Systems
Provider No: 460004 — MCRIF32

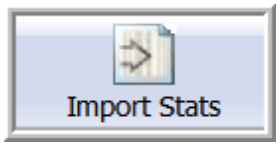
460004 - ELK GROVE HOSPITAL
D-4, Title XVIII Hospital Column 2.00

Wkst Line	Report Code	Rev Code	Description	PS&R + Adj Amount		MCR Amount	Difference
0.00	Line Not Assigned						
	110		Inpatient Part A				
		120	ROOM-BOARD/SEMI	15,125,156.11			
		610	MRI	246,466.36			
		611	MRI - BRAIN	74,491.78			
		750	GASTR-INTS SVS	317,844.85			
		920	OTHER DX SVS	6,126.72			
		940	OTHER RX SVS	50,186.00			
		943	CARDIAC REHAB	275,886.67			
Total	Line Not Assigned			0.00		0.00	0.00
25.00	ADULTS & PEDIATRICS						
	110		Inpatient Part A				
		* 200	INTENSIVE CARE	4,697,863.30	110I		
Total	ADULTS & PEDIATRICS			4,697,863.00		15,260,893.00	-10,563,030.00
27.00	CORONARY CARE UNIT						
	110		Inpatient Part A				
		* 200	INTENSIVE CARE	2,348,931.65	110I		
Total	CORONARY CARE UNIT			2,348,932.00		0.00	2,348,932.00
28.00	BURN INTENSIVE CARE UNIT						
	110		Inpatient Part A				
		* 200	INTENSIVE CARE	2,348,931.65	110I		
Total	BURN INTENSIVE CARE UNIT			2,348,932.00		0.00	2,348,932.00
37.00	OPERATING ROOM						
	110		Inpatient Part A				
		360	OR SERVICES	3,130,275.73			
Total	OPERATING ROOM			3,130,276.00		3,158,617.00	-28,341.00
38.00	RECOVERY ROOM						
	110		Inpatient Part A				
		710	RECOVERY ROOM	313,215.92			
Total	RECOVERY ROOM			313,216.00		316,066.00	-2,850.00

Note: The Revenue Code 200 in report 110 has both a "*" and the stat code 110I to denote that a stat was used to allocate the amounts accordingly.

7.9 Import a Statistic

You can import statistics from an .mcp file. Click the **Import Stats** button on the toolbar.



Then select the .mcp file you want to import from.

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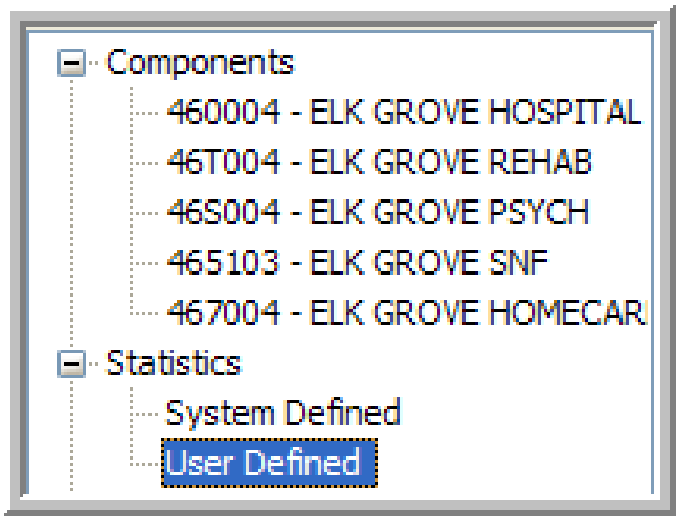

This will import the statistics from the selected .mcp file.

7.10 Apply Provider Cross-Reference

After you import data and setup and/or review the Provider Cross-Reference, you must apply the cross-reference to the data associated with the various reports and components. Click the large check mark on the tool bar to apply the Provider Cross-Reference to the imported PS&R data. You will see the screen depicted below.

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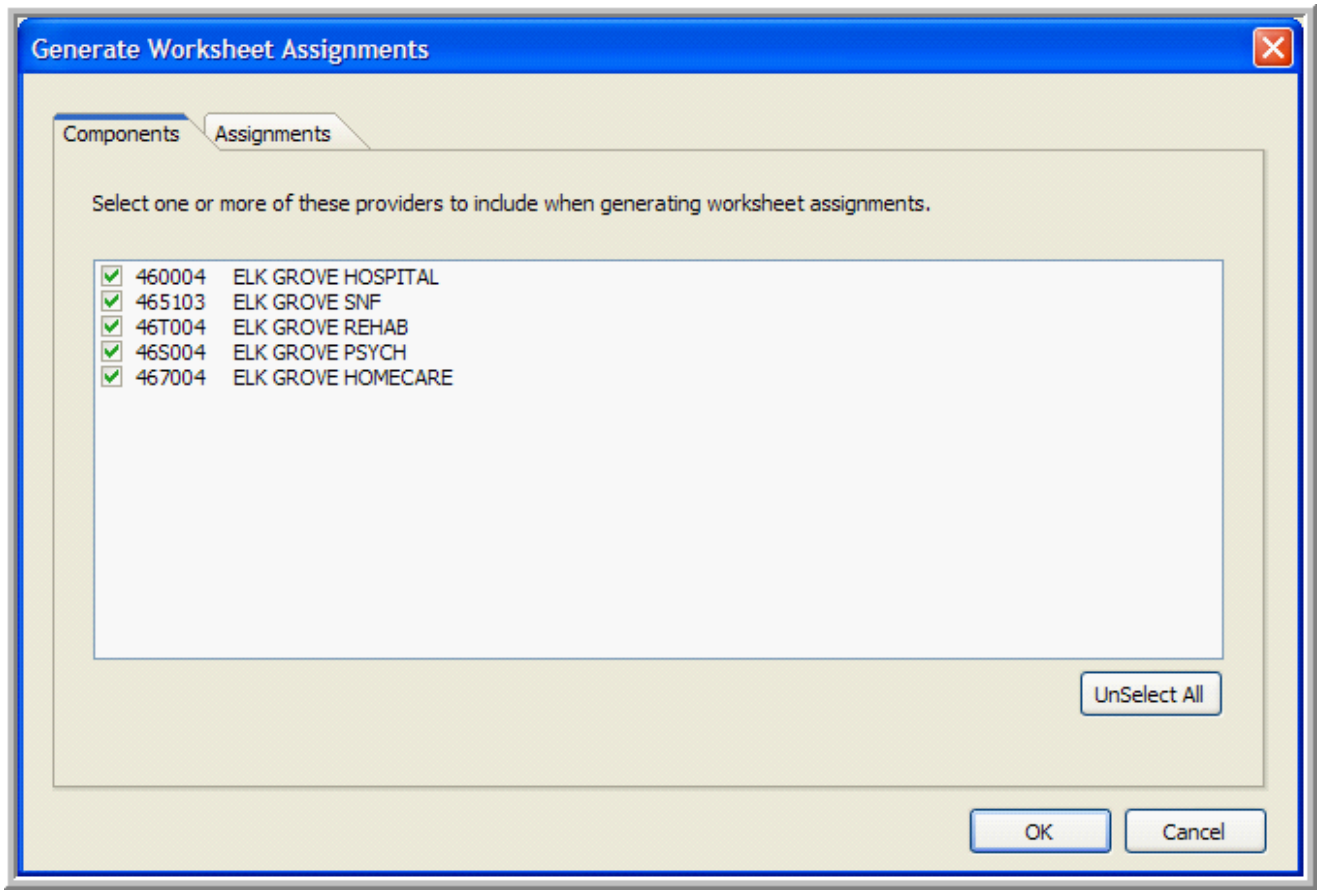

Select the components you want to cross-reference and click **OK**. When the cross-reference is finished, you can change a specific revenue code at the report level without changing the Provider Specific Cross-Reference.

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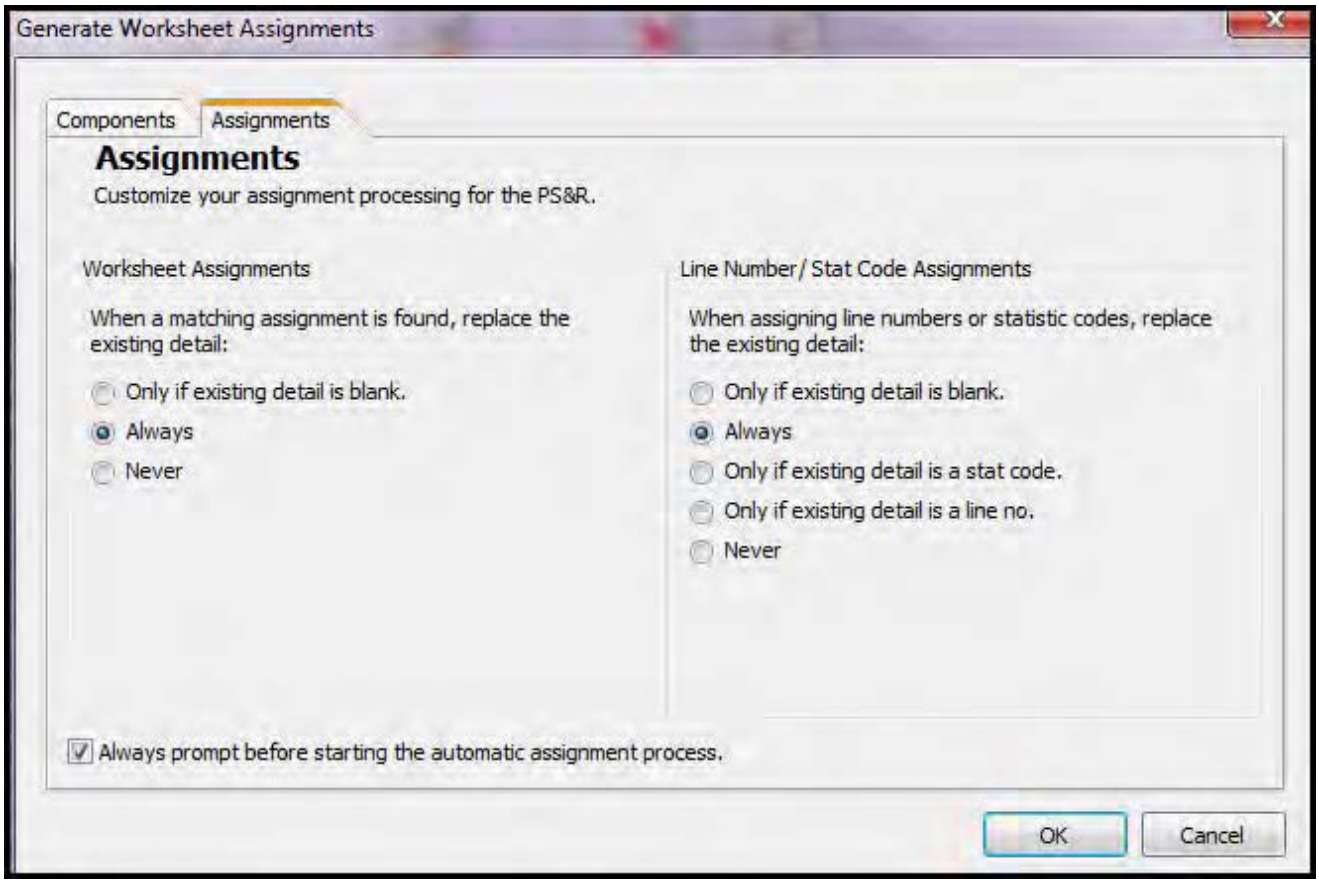
Generate Worksheet Assignments
Components
Assignments
Assignments
Customize your assignment processing for the PS&R.
Worksheet Assignments
When a matching assignment is found, replace the existing detail:
Only if existing detail is blank.
Always
Never
Line Number/ Stat Code Assignments
When assigning line numbers or statistic codes, replace the existing detail:
Only if existing detail is blank.
Always
Only if existing detail is a stat code.
Only if existing detail is a line no.
Never
Always prompt before starting the automatic assignment process.
OK
Cancel

There are options for the **Apply** process on the **Assignments** tab. The default is **Always** overwrite worksheet and line number/stat code assignments. This means that if you make changes at the report level that differ from the Provider Specific Crosswalk and then click **Apply**, those changes will always be overwritten. If this is not your intention, you can change what would be replaced.

7.11 Re-Assign Crosswalk

Before re-assigning the crosswalk, check the assignment preferences. These preferences are accessed by selecting **Options** and then scrolling down to the PS&R Options section and then clicking **Assignment**. The default preference is that only the worksheet assignments should be used if the existing detail is blank. The line/number and stat code assignments should be used if the existing detail is blank. If changes have been made at the report level these are the ideal settings. If changes have been made to the Provider Crosswalk you will want to select the **Always** option. This will change the existing mapping and replace it with any changes you made to the Provider Crosswalk.

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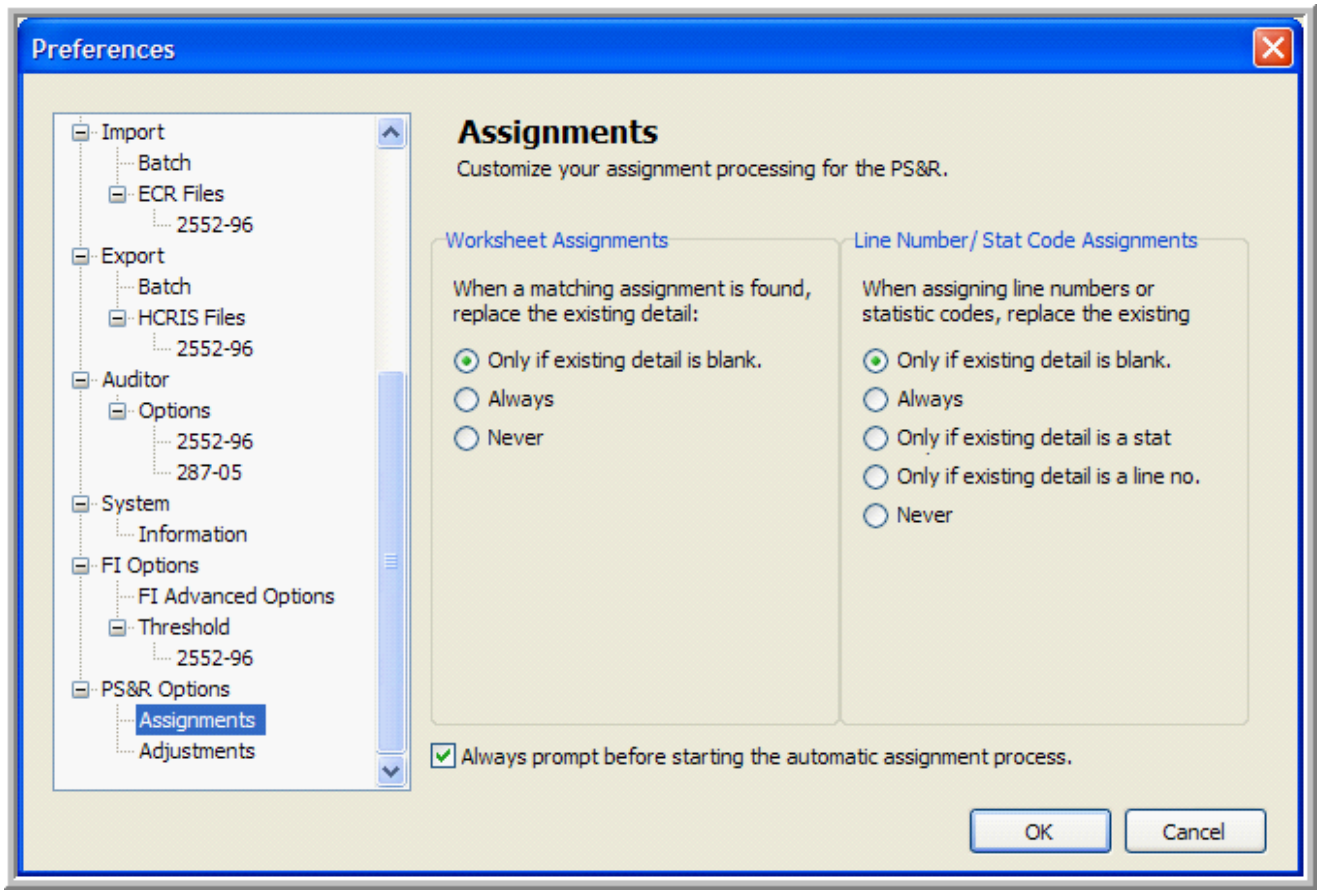

After reviewing the Difference Report, you may need to add/change mapping information to the provider cross-reference or for an individual revenue code on a specific report. The advantage of using the provider cross-referencing is the information can be used for the subject revenue code for all reports for all components.

7.12 Delete a Report

To delete a report, first click on or view the report you want to delete. Next, click the **Delete Report** button on the toolbar. The following confirmation dialog box will appear before the report is deleted.

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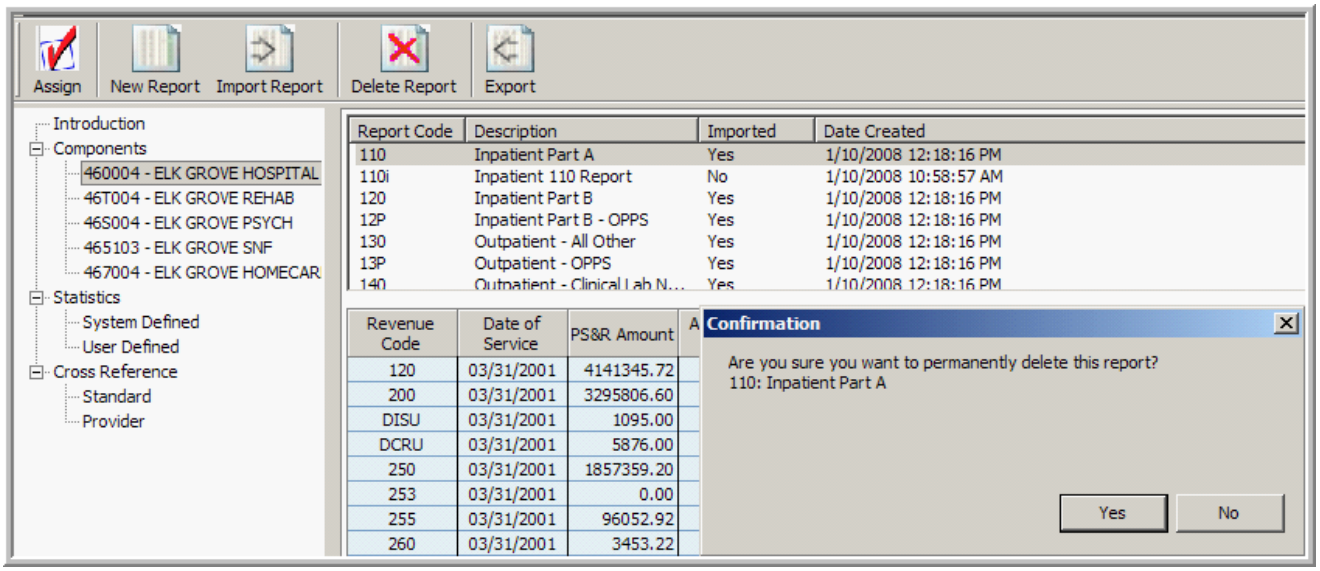

Note: Right click on a highlighted report to import provider cross-reference from a previous PS&R file into the current report, create a new report or delete or rename the highlighted report.

7.13 View/Print the Difference Report

The Difference Report shows the "as submitted" values, the grouped PS&R values and the difference between the two. You can view the Difference Report by clicking the **Difference Report** button on the toolbar.

The software will produce a Difference Report for the entire facility if you select **Components** on the tree, located on the right edge of your screen.

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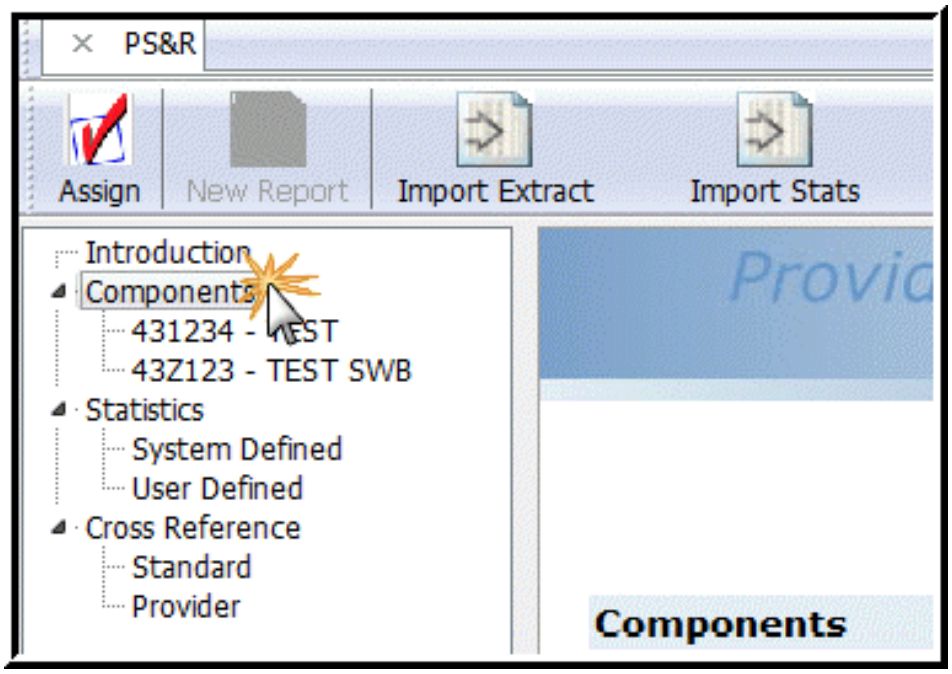
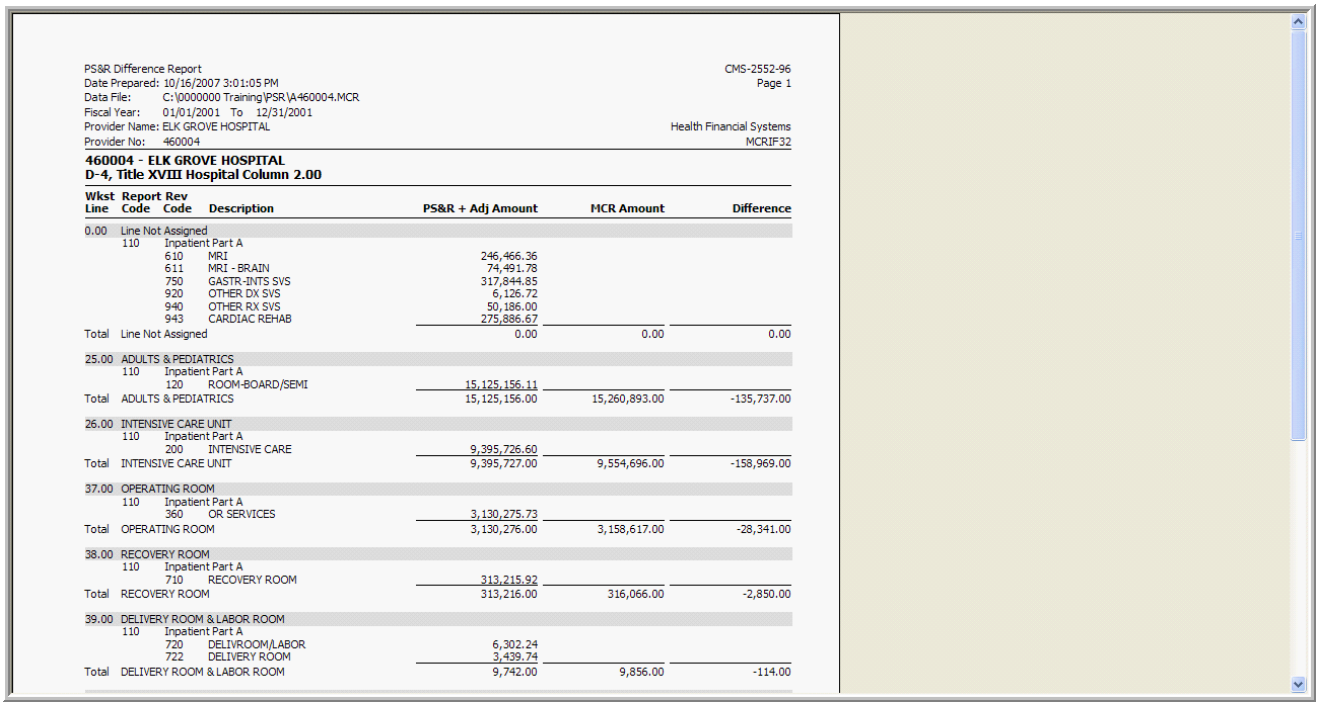


If you select an individual component the Difference Report will apply only to the selected component. Whether you chose to run the Difference Report for all components or a single component, the software will run the report and you will see the print preview version of the Difference Report on your screen. The diagram below shows a print preview of the Difference Report.



PS&R Difference Report
Date Prepared: 10/16/2007 3:01:05 PM
Data File: C:\0000000 Training\PSR\A460004.MCR
Fiscal Year: 01/01/2001 To 12/31/2001
Provider Name: ELK GROVE HOSPITAL
Provider No: 460004

CMS-2552-96
Page 1
Health Financial Systems
MCRIF32

460004 - ELK GROVE HOSPITAL
D-4, Title XVIII Hospital Column 2.00

Wkst Line	Report Code	Rev Code	Description	PS&R + Adj Amount	MCR Amount	Difference
0.00	Line Not Assigned					
	110		Inpatient Part A			
		610	MRI	246,466.36		
		611	MRI - BRAIN	74,491.78		
		750	GASTR-INTS SVS	317,844.85		
		920	OTHER DX SVS	6,126.72		
		940	OTHER RX SVS	50,186.00		
		943	CARDIAC REHAB	275,886.67		
Total	Line Not Assigned			0.00	0.00	0.00
25.00	ADULTS & PEDIATRICS					
	110		Inpatient Part A			
		120	ROOM-BOARD/SEMI	15,125,156.11		
Total	ADULTS & PEDIATRICS			15,125,156.00	15,260,893.00	-135,737.00
26.00	INTENSIVE CARE UNIT					
	110		Inpatient Part A			
		200	INTENSIVE CARE	9,395,726.60		
Total	INTENSIVE CARE UNIT			9,395,727.00	9,554,696.00	-158,969.00
37.00	OPERATING ROOM					
	110		Inpatient Part A			
		360	OR SERVICES	3,130,275.73		
Total	OPERATING ROOM			3,130,276.00	3,158,617.00	-28,341.00
38.00	RECOVERY ROOM					
	110		Inpatient Part A			
		710	RECOVERY ROOM	313,215.92		
Total	RECOVERY ROOM			313,216.00	316,066.00	-2,850.00
39.00	DELIVERY ROOM & LABOR ROOM					
	110		Inpatient Part A			
		720	DELIVROOM/LABOR	6,302.24		
		722	DELIVERY ROOM	3,439.74		
Total	DELIVERY ROOM & LABOR ROOM			9,742.00	9,856.00	-114.00

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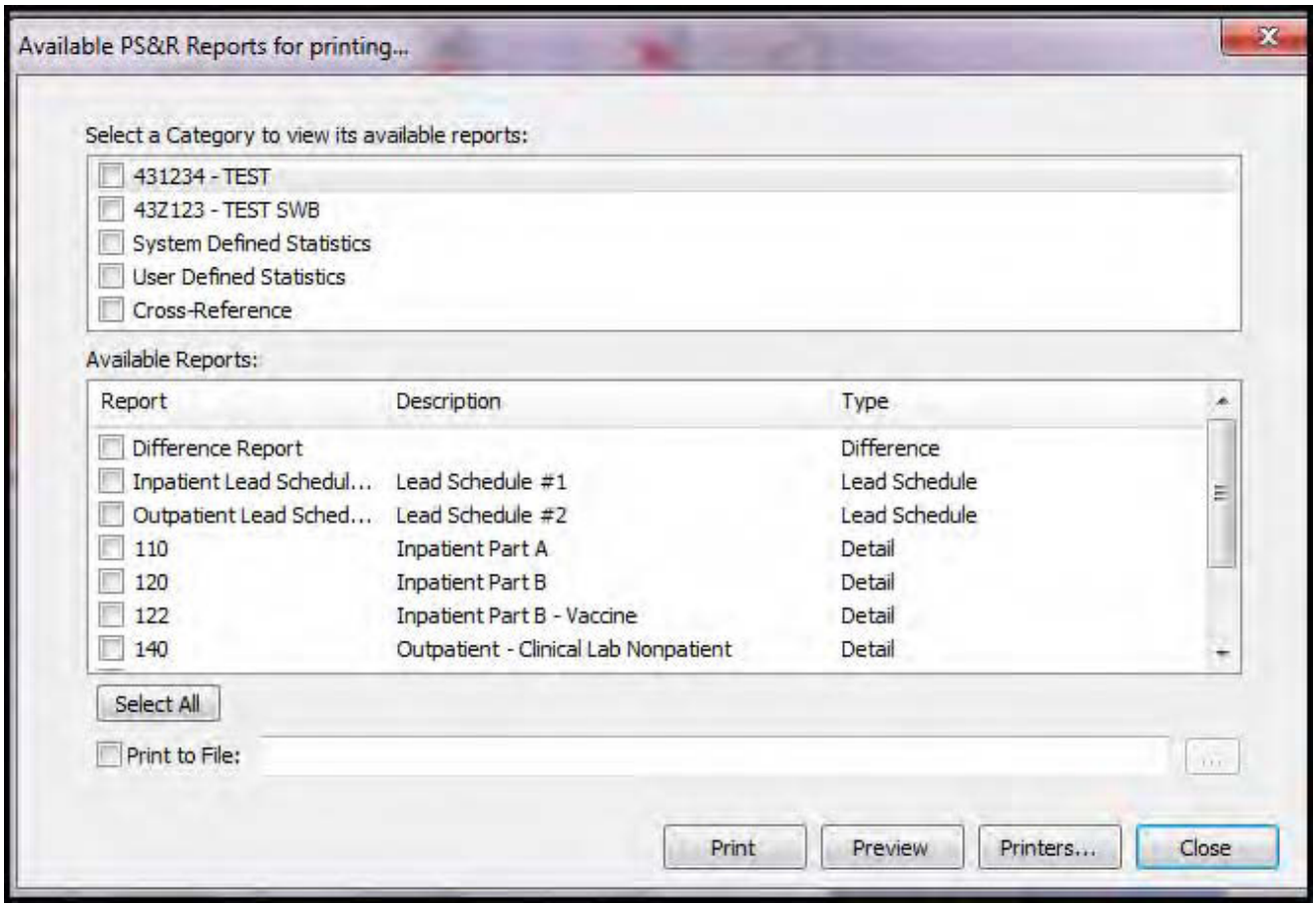
The first section, Line Not Assigned, will show any revenue codes not assigned to a worksheet. We recommend you review these lines to see if there are revenue codes that need to be assigned. If there are, go back to either the provider cross-reference or to the report level and assign a line number. For revenue codes that were successfully assigned, the report shows the PS&R amounts, the cost report amounts, and the difference between the two.

You cannot set print options when you run the Difference Report by clicking the button on the toolbar. The options are accessible if you run the Difference Report by clicking **Print** on the **File** menu at the top of the screen. For example, you can print individual lead schedule reports, the standard or provider cross-reference, and any statistics. The next section discusses the print options in more detail.

7.14 Print

Printed copies of the PS&R reports can be used as the PS&R crosswalk that should be submitted with the cost report. To view or modify printing options, select **Print** from the **File** menu**.**



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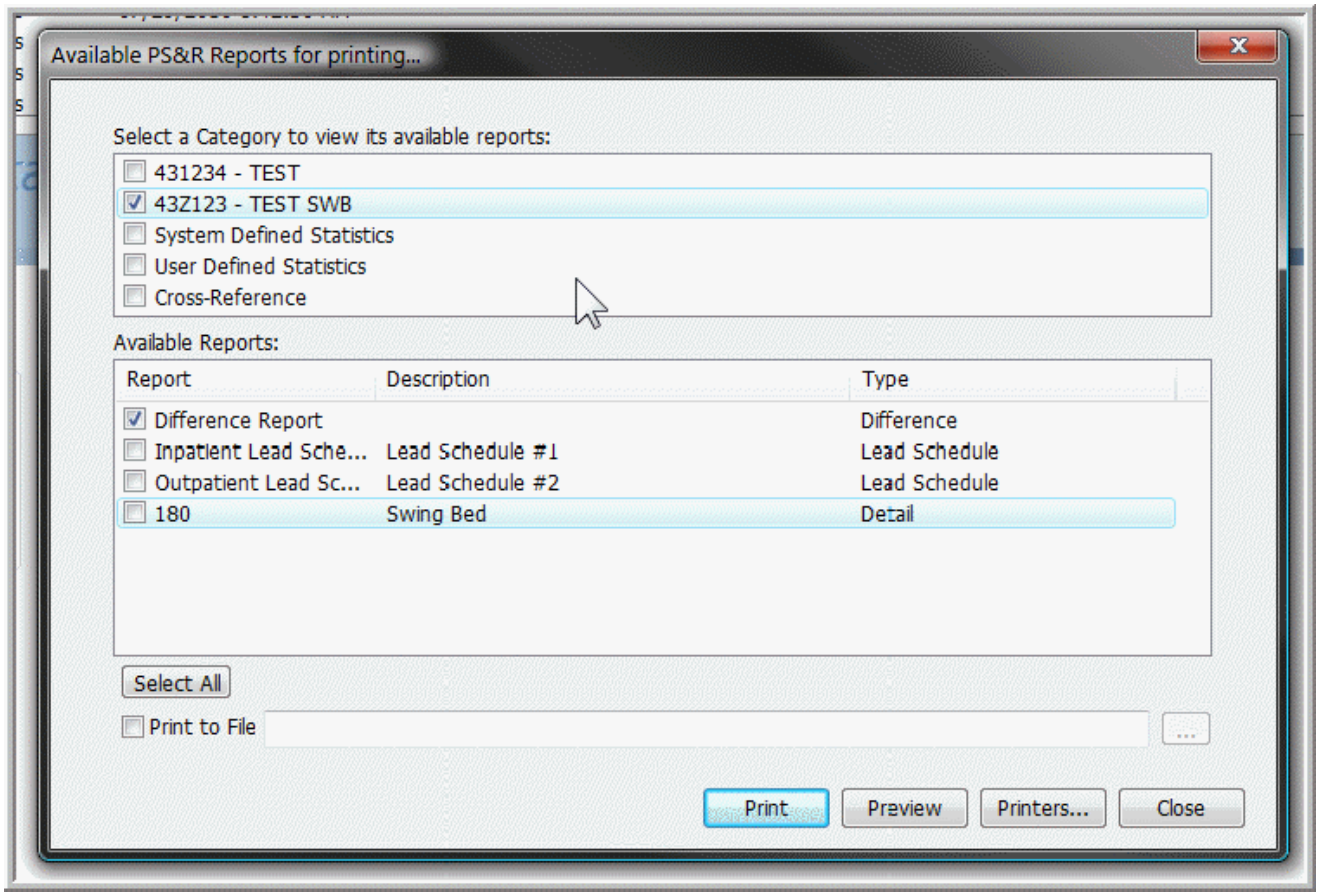
You can select one or more reports to print or print preview. In the example below, if the second component is selected, only the reports associated with this component will appear.



Likewise, if you select System Defined Statistics, User Defined Statistics, or Cross-Reference, only reports available for printing for the selected item(s) will appear.

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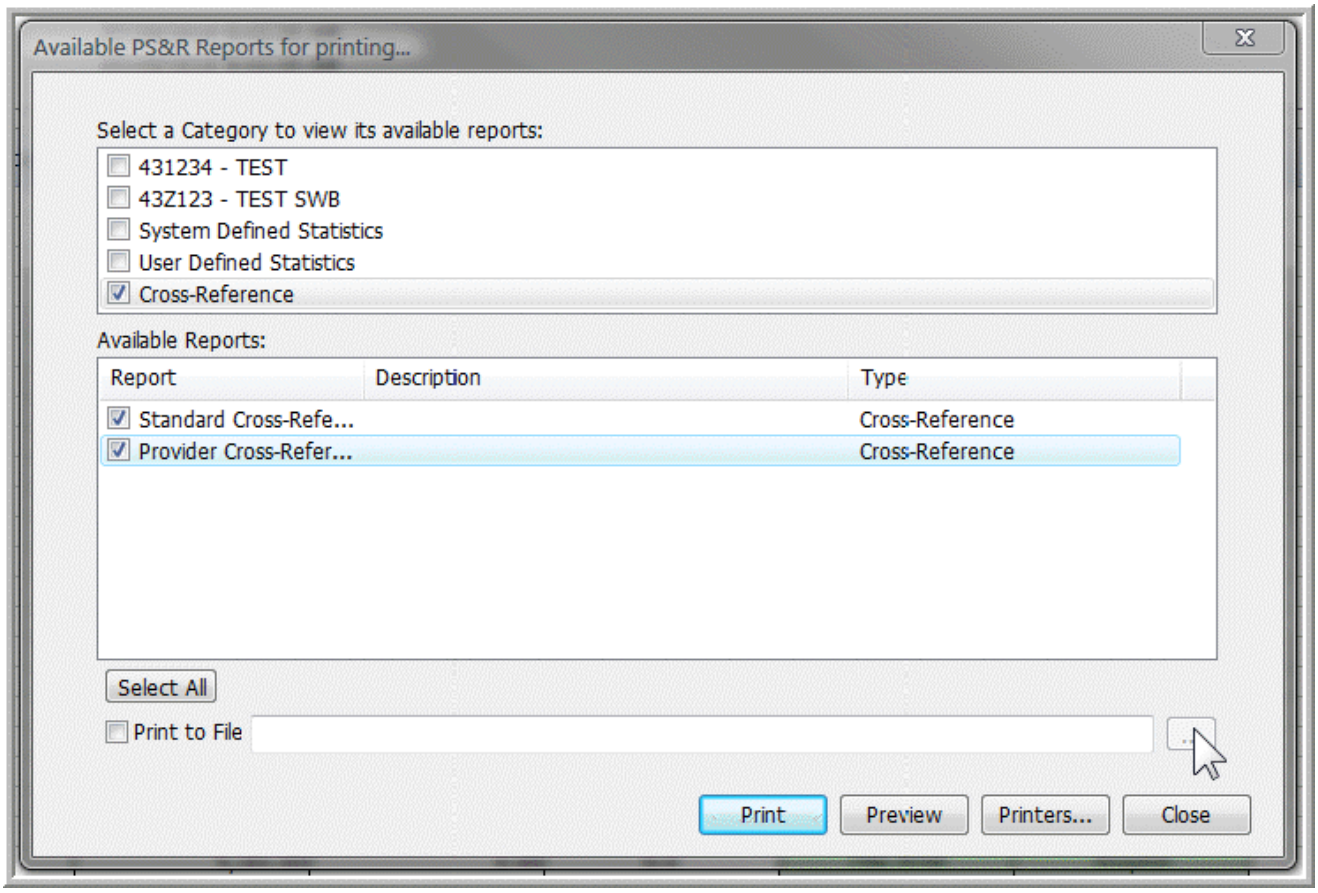
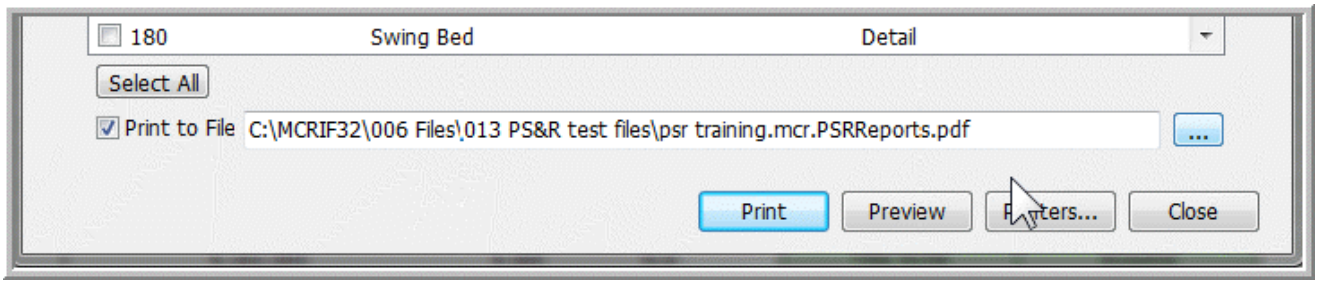


Select **Print to File** at the bottom of the dialog box to print to a PDF file.



After you click the **Print to File** check box and before you click the **Print** button, you must specify the folder where you want to save the PDF file. Enter the drive letter, directory path and filename in the text box to the right of the **Print to File** check box, or click the **Browse** button . The example above will save the PDF file to C:\MCRIF32\006 Files\013 PS&R test files\psr training.mcr.PSRReports.pdf.

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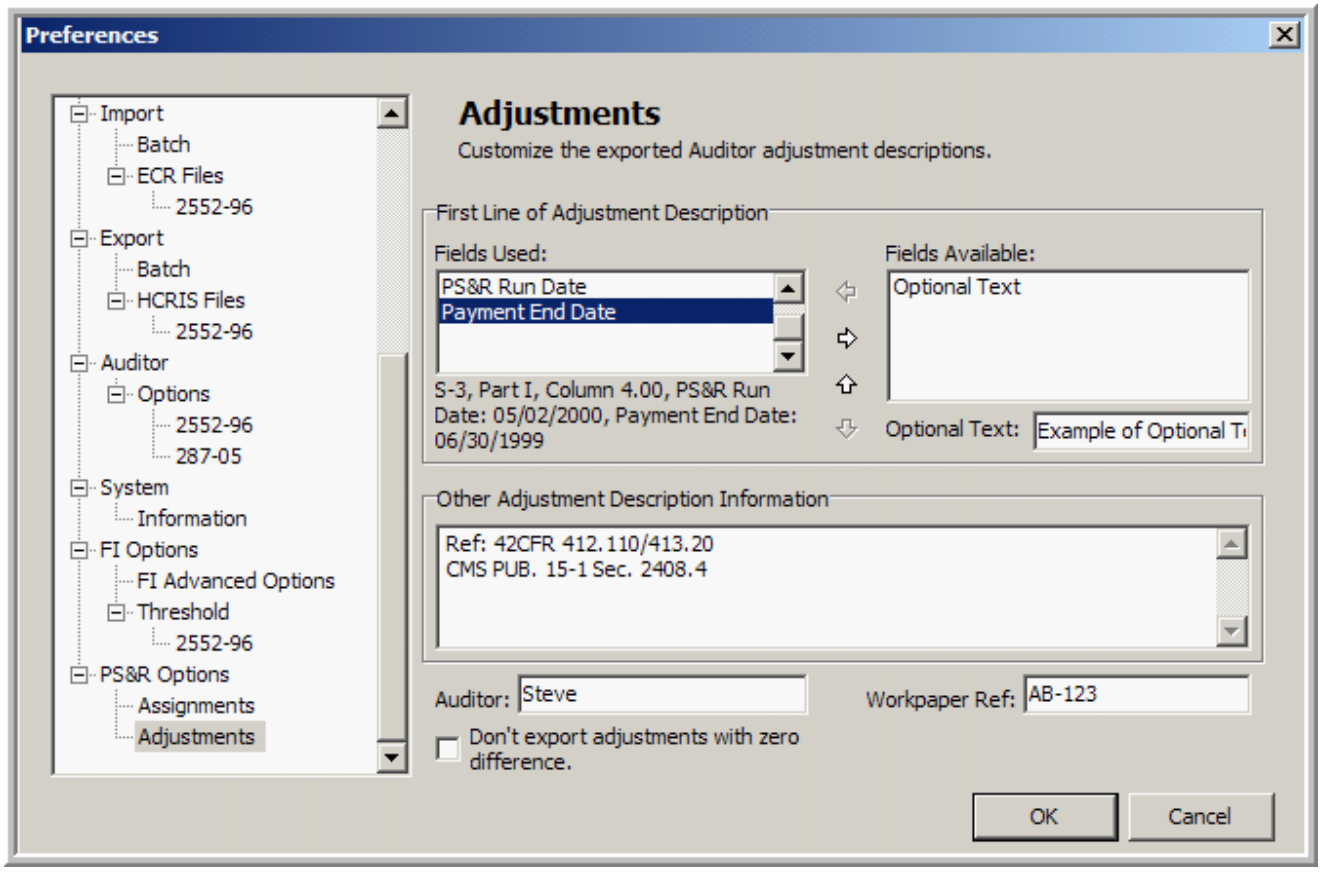
7.15 Export PS&R Data

If you are an auditor, you can export the PS&R data to the Auditor feature and audit adjustments will be automatically created. If you are a provider, the PS&R amounts can be exported to the cost report. (See details below.)

7.15.1 Export to Auditor

Before an auditor exports PS&R data to Auditor, it is important to first set-up certain Adjustment Preferences.



One of the components of the Export to Auditor function are Audit Adjustment Descriptions. Not all MACs want the same Audit Adjustment Descriptions. To get to the screen where you can change the descriptions, you must be in the PS&R window. Click **Options** and them **Preferences** and scroll down in the **Preferences** dialog box and select **Adjustments** under the **PS&R Options** section (see above). After setting the Adjustment Preferences, you are ready to export the adjustments. Note: Auditors can also reference work papers and enter their names at this screen.

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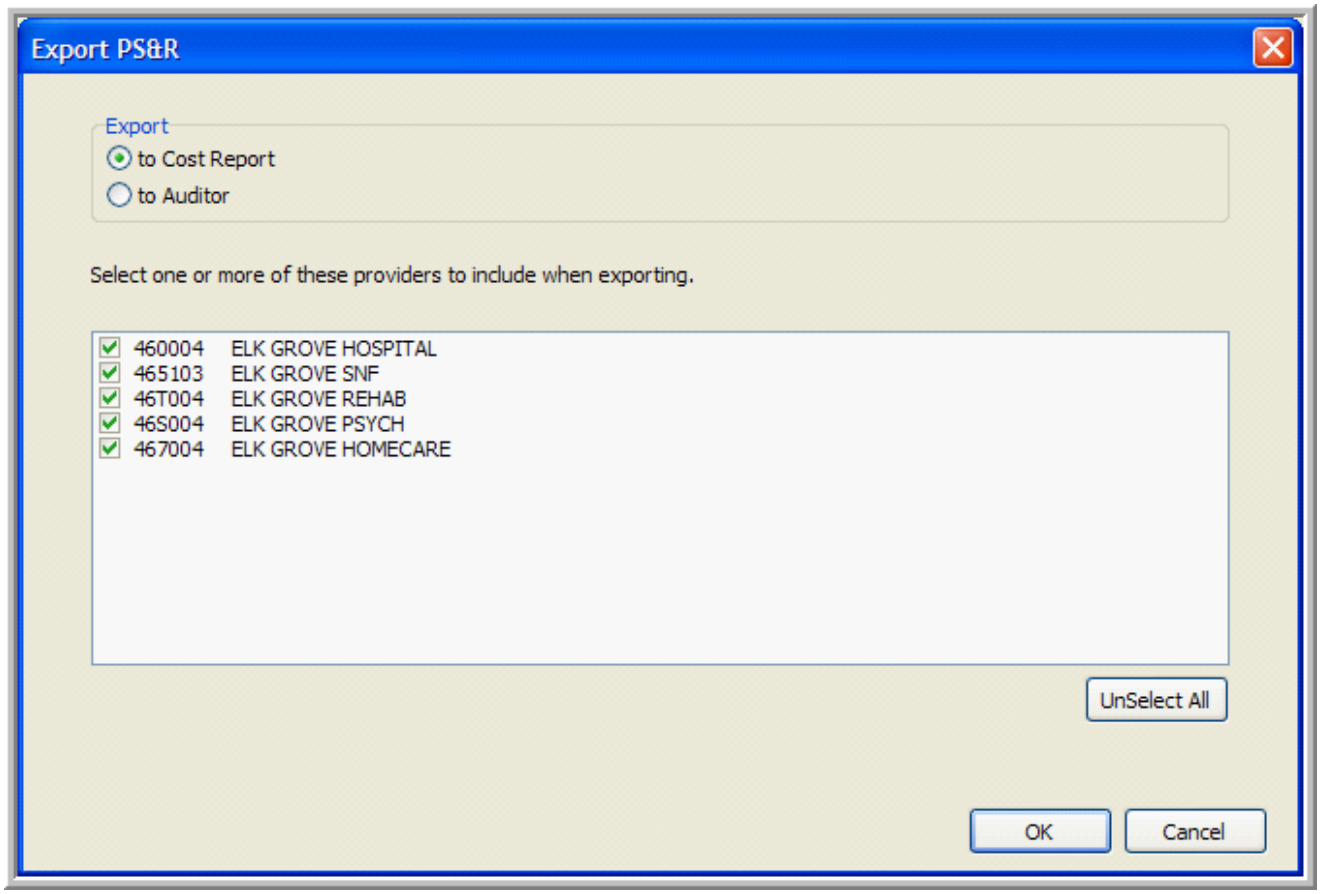
Click the **Export** button and the **Export PS&R** dialog box will appear.



The default is to export all components at once, but you can select individual components to export. The **To Cost Report** option will only be used by providers to populate their cost reports with PS&R data. MACs will select the **To Auditor** option, because this will create their audit adjustments.

Selecting **To Auditor** moves the PS&R data into the Auditor feature. You can print and/or apply the Audit Adjustments. You can also modify the Audit Adjustments. If you want to modify the PS&R data and re-export to Auditor, you must delete the related Audit Adjustments. Otherwise, you will have duplicate Audit Adjustments.

Note: When the PS&R adjustments are exported to Auditor, the adjustments follow the same order as the Difference Report.

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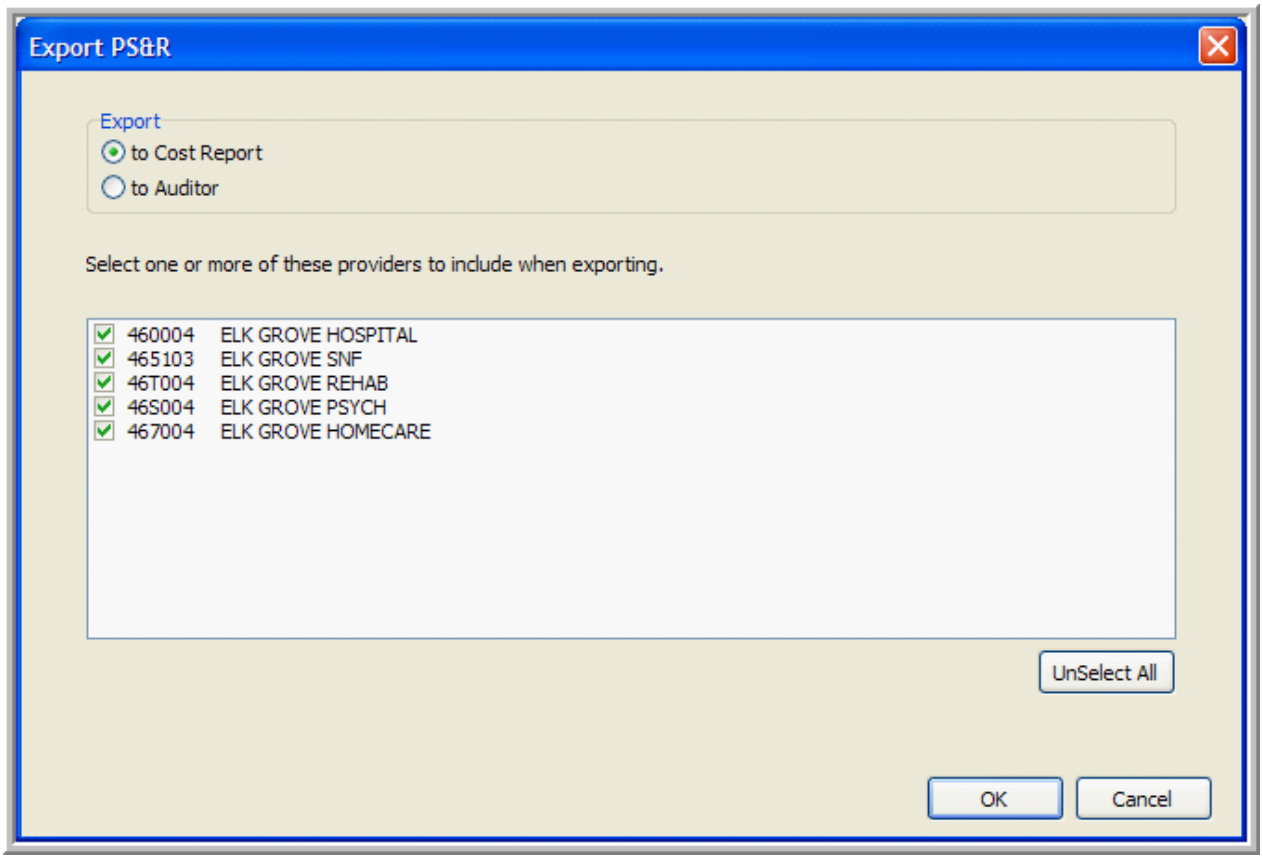
7.15.2 Export to Cost Report

If you are a provider, you will want to export your PS&R data to the cost report, so that your cost report will be populated with your PS&R data. To export to the cost report, click the **Export** button and the **Export PS&R** dialog box will appear.



Select the **to Cost Report** option. By default, PS&R data associated with reports for all components will be exported to the cost report. You can choose to only export data to certain components by selecting or clearing the check boxes associated with the individual components. Data will only be exported for the Components that are selected. Click **OK** to export to the cost report.

Note: If you run a Difference Report after exporting data to the cost report, the data in the difference column will be "0" because the cost report is populated with the PS&R data.

Note: If you export more than one time, a warning message will display the time and date of the first export and ask your to confirm that you want to proceed with the subsequent export.

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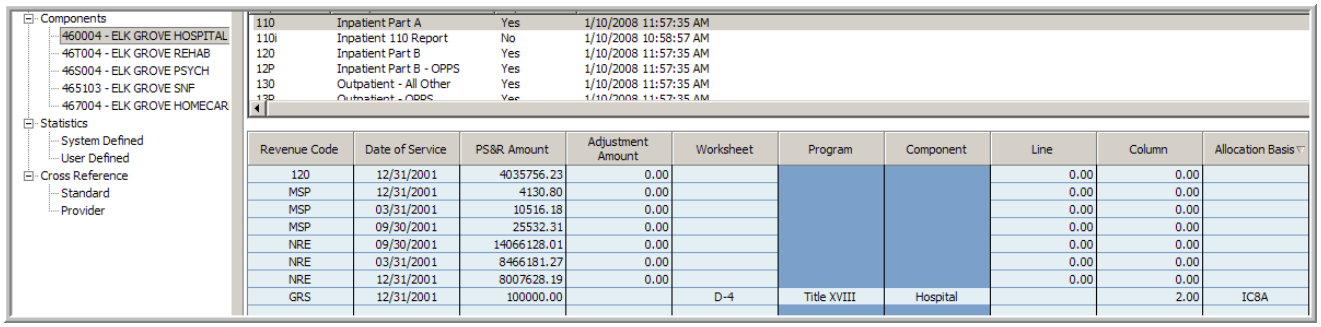
7.16 "Gross Up" Charges

Often when a provider prepares its Medicare cost report, not all claims for the cost report period have been paid. The provider may know the total amounts of these claims, but not the revenue codes or the cost center where the charges should be assigned. It is also possible that when a provider submits a cost report to a MAC, they may have made some kind of error that can be identified in the aggregate, but again, cannot be associated with a revenue code.

We have included the ability to statistically allocate charges not in the PS&R file to all cost centers based on the amounts already in those cost centers. To do this, you can add your own revenue code to Report 110. In this example, we are using GRS. Then key in the total gross-up amount ($100,000). Next, enter the worksheet (D-4), program (18), component (Hospital), and column (2). You can view the list of existing statistics by clicking View | Statistics. In this Example, we chose "IC8a" because that will use Worksheet D-4, Title XVIII, Inpatient Charges, lines 37 through 68.


Components
460004 - ELK GROVE HOSPITAL
46T004 - ELK GROVE REHAB
46S004 - ELK GROVE PSYCH
465103 - ELK GROVE SNF
467004 - ELK GROVE HOMECAR
Statistics
System Defined
User Defined
Cross Reference
Standard
Provider
110 Inpatient Part A Yes 1/10/2008 11:57:35 AM
110i Inpatient 110 Report No 1/10/2008 10:58:57 AM
120 Inpatient Part B Yes 1/10/2008 11:57:35 AM
12P Inpatient Part B - OPPS Yes 1/10/2008 11:57:35 AM
130 Outpatient - All Other Yes 1/10/2008 11:57:35 AM
Revenue Code | Date of Service | PS&R Amount | Adjustment Amount | Worksheet | Program | Component | Line | Column | Allocation Basis
120 | 12/31/2001 | 4035756.23 | 0.00 | | | | 0.00 | 0.00 |
MSP | 12/31/2001 | 4130.80 | 0.00 | | | | 0.00 | 0.00 |
MSP | 03/31/2001 | 10516.18 | 0.00 | | | | 0.00 | 0.00 |
MSP | 09/30/2001 | 25532.31 | 0.00 | | | | 0.00 | 0.00 |
NRE | 09/30/2001 | 14066128.01 | 0.00 | | | | 0.00 | 0.00 |
NRE | 03/31/2001 | 8466181.27 | 0.00 | | | | 0.00 | 0.00 |
NRE | 12/31/2001 | 8007628.19 | 0.00 | | | | 0.00 | 0.00 |
GRS | 12/31/2001 | 100000.00 | | D-4 | Title XVIII | Hospital | | 2.00 | IC8A

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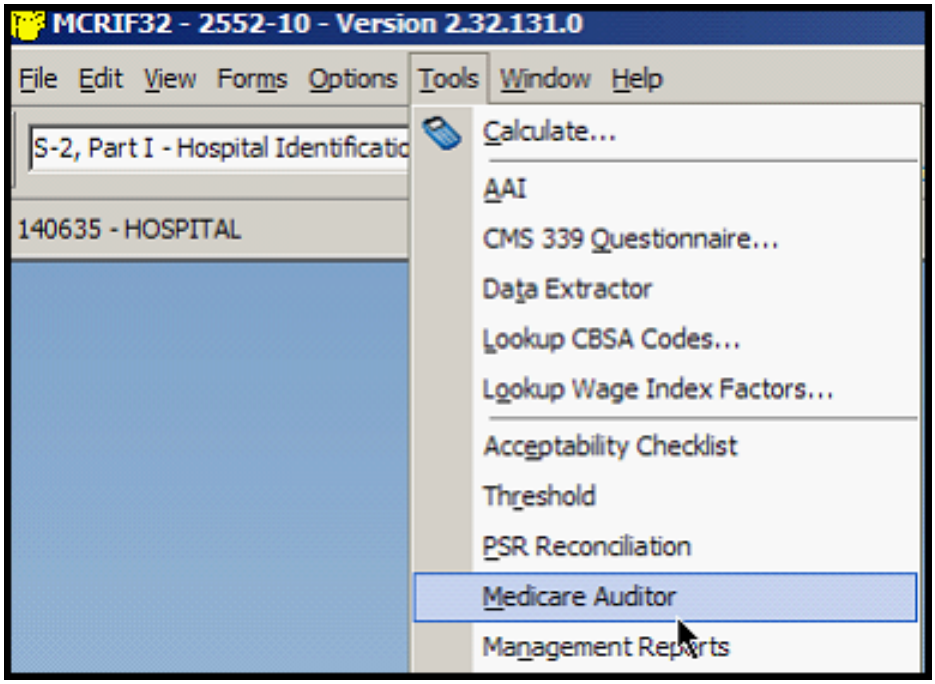
Medicare Auditor

The Medicare Auditor feature was developed with input from many of our users. This powerful tool is used by MACs to audit cost reports and by providers to perform "What-If" analyses and to view the impact of their MAC's audit adjustments. We included every foreseeable capability our users may need, and we have made those capabilities easily accessible. You access the Medicare Auditor feature while in a cost report (.mcr or .mcrx) file. You enter adjustments through Auditor's data entry screens. The adjustments are stored in a file with a ".Auditor" filename extension. You can choose to apply all or some of the audit adjustments. When you apply adjustments Auditor creates a copy of your cost report and calculates the copy using your adjustments . Auditor never modifies the original cost report.

If you receive an ".Auditor" file from your FI/MAC, or another HFS user, you can view or apply the audit adjustments in the .Auditor file to your cost report. First the names of your cost report file and the .Auditor file must be the same. For instance, if the cost report file is named A123456.mcrx, and you receive an Auditor file named A0_050001_12312009.Auditor, you must rename one of the two files. Either change the name of the cost report file using Save As, or standard Windows commands, so that the file is named A0_050001_12312009.mcrx, or rename the .Auditor file to A123456.Auditor. Both files must be saved in the same folder. Then when you open cost report and open Medicare Auditor, the Audit Adjustments will already be in Auditor.

To open Auditor, open your cost report file. Then, on the **Tools** menu, select **Medicare Auditor**.



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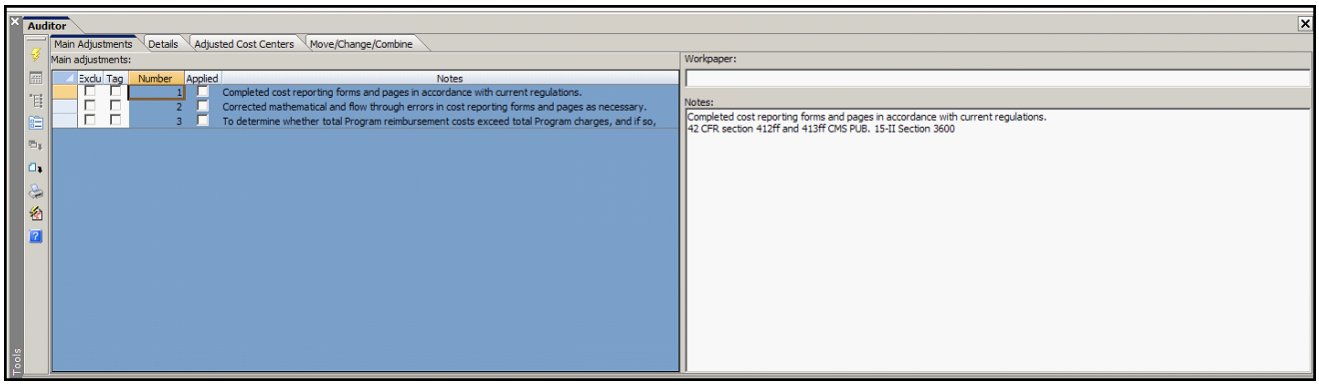
When using Auditor all of the cost report software functions are still available. You can open and close worksheets, calculate, print worksheets, edit cost centers, etc., while simultaneously viewing or working on audit adjustments.

Note: The system automatically creates a backup copy of the .Auditor file (.Auditor_bk) incase the original becomes damaged.

8.1 The Auditor Screen

When you start Medicare Auditor you will see the screen below.



The Auditor screen shows up at the bottom of your regular cost report screen so that you can still view and work on your original cost report. You can re-size the Auditor window by clicking on the top edge of the window and then dragging it up or down. The system will remember your size preference the next time you start Auditor.

Notice the tabs across the top of the Auditor screen. The system defaults to the **Main Adjustments** tab. This list shows the existing main audit adjustments in sequential order. This screen gives you the ability to exclude or tag a Main Adjustment, and you can see whether the adjustment has been applied. You will find the full text of the adjustment description in the **Notes** text box. The first line of the note is displayed next to each adjustment number. You can enter a work paper reference in the **Work paper** text box. When you click on the next main adjustment number, its information will be displayed in the **Notes** and **Work paper** text boxes.

When you click on the **Details** tab, you will be able to enter the individual detail adjustments within each main adjustment. You can customize this screen (see the Auditor Options and Utilities sections in this manual) with the fields with which you want to work. All you have to enter is the worksheet, part, program, component, line, column, action, and amount. While viewing the **Details** screen, you can switch to another main adjustment by clicking on the drop-down box that shows the main adjustment number and description.

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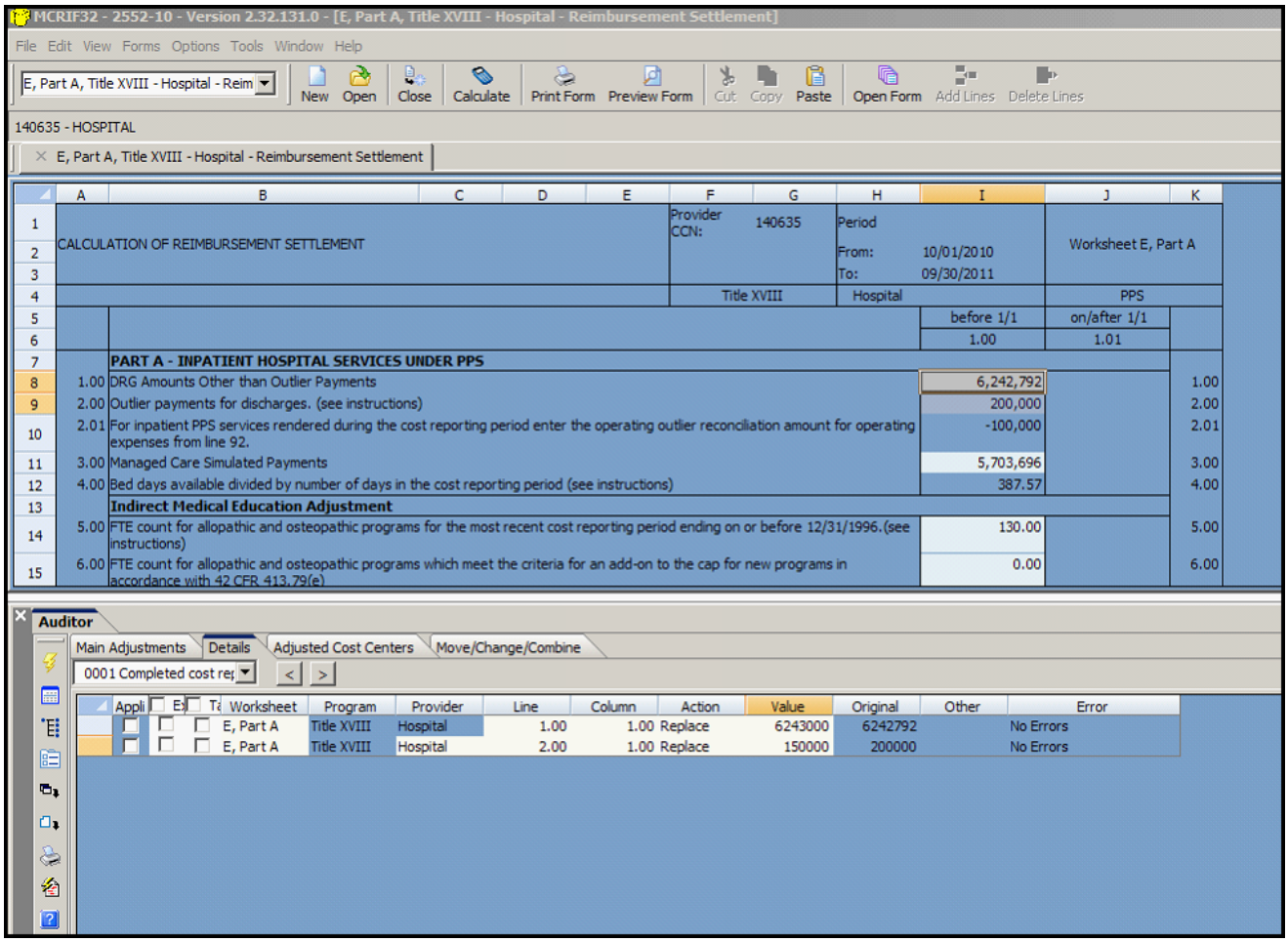
MCRIF32 - 2552-10 - Version 2.32.131.0 - [E, Part A, Title XVIII - Hospital - Reimbursement Settlement]
File Edit View Forms Options Tools Window Help
E, Part A, Title XVIII - Hospital - Reim
New Open Close Calculate Print Form Preview Form Cut Copy Paste Open Form Add Lines Delete Lines
140635 - HOSPITAL
E, Part A, Title XVIII - Hospital - Reimbursement Settlement
CALCULATION OF REIMBURSEMENT SETTLEMENT
Provider CCN: 140635
Period From: 10/01/2010 To: 09/30/2011
Worksheet E, Part A
Title XVIII
Hospital
PPS
before 1/1
on/after 1/1
1.00
1.01
PART A - INPATIENT HOSPITAL SERVICES UNDER PPS
1.00 DRG Amounts Other than Outlier Payments 6,242,792 1.00
2.00 Outlier payments for discharges. (see instructions) 200,000 2.00
2.01 For inpatient PPS services rendered during the cost reporting period enter the operating outlier reconciliation amount for operating expenses from line 92. -100,000 2.01
3.00 Managed Care Simulated Payments 5,703,696 3.00
4.00 Bed days available divided by number of days in the cost reporting period (see instructions) 387.57 4.00
Indirect Medical Education Adjustment
5.00 FTE count for allopathic and osteopathic programs for the most recent cost reporting period ending on or before 12/31/1996. (see instructions) 130.00 5.00
6.00 FTE count for allopathic and osteopathic programs which meet the criteria for an add-on to the cap for new programs in accordance with 42 CFR 413.79(e) 0.00 6.00
Auditor
Main Adjustments
Details
Adjusted Cost Centers
Move/Change/Combine
0001 Completed cost re
Worksheet Program Provider Line Column Action Value Original Other Error
E, Part A Title XVIII Hospital 1.00 1.00 Replace 6243000 6242792 No Errors
E, Part A Title XVIII Hospital 2.00 1.00 Replace 150000 200000 No Errors

You can switch between adjustments by clicking on the **Main Adjustment** drop-down box and selecting the adjustment.

The **Auditor Toolbar** on the left side of the **Auditor** window gives you quick access to the following functions.

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	Click on this icon, and the system will apply all adjustments using your current settings.
	This icon will show you the details of an adjustment. This is especially helpful when you are working with auditor adjustments to reclassifications and adjustments.
	This icon will invoke the Same Cell Adjustment function.
	This icon will take you to the Auditor Options and Utilities.
	When you click on this icon, the system will create an adjustment from the active worksheet cell.
	This icon acts as a quick key to starting a new main adjustment.
	When you click this icon, the system will print reports based on the last Apply. You will be given a selection screen so you can pick which reports you want to print.
	Click this icon to print the Impact report.

You do not have to remember the function of each of these icons. When your mouse hovers over the icon, a brief description of its function will be displayed. All of these functions will be described in detail further along in this user manual.

Click the **Help** button to open the Auditor section of the HFS User Manual.

8.2 Data Entry

When you start a new Auditor file, you will see the screen below. You can elect to have the system start with boilerplate adjustments, from a personalized template, or blank.

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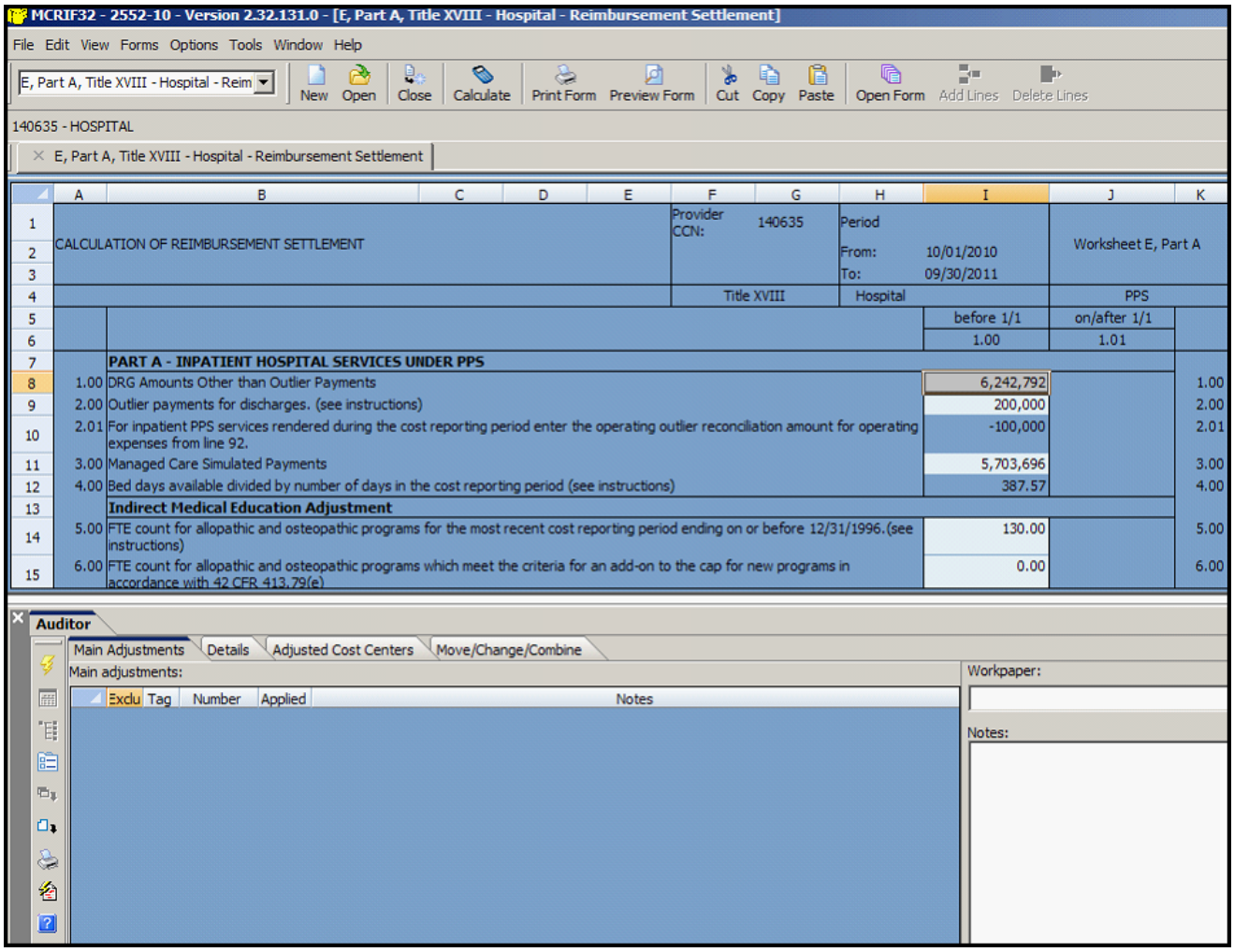
MCRIF32 - 2552-10 - Version 2.32.131.0 - [E, Part A, Title XVIII - Hospital - Reimbursement Settlement]
File Edit View Forms Options Tools Window Help
E, Part A, Title XVIII - Hospital - Reim
New Open Close Calculate Print Form Preview Form Cut Copy Paste Open Form Add Lines Delete Lines
140635 - HOSPITAL
E, Part A, Title XVIII - Hospital - Reimbursement Settlement
CALCULATION OF REIMBURSEMENT SETTLEMENT
Provider CCN: 140635
Period From: 10/01/2010 To: 09/30/2011
Worksheet E, Part A
Title XVIII
Hospital
PPS
before 1/1
on/after 1/1
1.00
1.01
PART A - INPATIENT HOSPITAL SERVICES UNDER PPS
1.00 DRG Amounts Other than Outlier Payments 6,242,792
2.00 Outlier payments for discharges. (see instructions) 200,000
2.01 For inpatient PPS services rendered during the cost reporting period enter the operating outlier reconciliation amount for operating expenses from line 92. -100,000
3.00 Managed Care Simulated Payments 5,703,696
4.00 Bed days available divided by number of days in the cost reporting period (see instructions) 387.57
Indirect Medical Education Adjustment
5.00 FTE count for allopathic and osteopathic programs for the most recent cost reporting period ending on or before 12/31/1996.(see instructions) 130.00
6.00 FTE count for allopathic and osteopathic programs which meet the criteria for an add-on to the cap for new programs in accordance with 42 CFR 413.79(e) 0.00
Auditor
Main Adjustments
Details
Adjusted Cost Centers
Move/Change/Combine
Main adjustments:
Exclu Tag Number Applied Notes
Workpaper:
Notes:

Auditor always displays the **Main Adjustments** tab on startup. To create a new main adjustment, click on the **Create New Main Adjustment** button . A new sequentially numbered Main Adjustment will be created. Right click in the **Main Adjustment** screen to see the following options.

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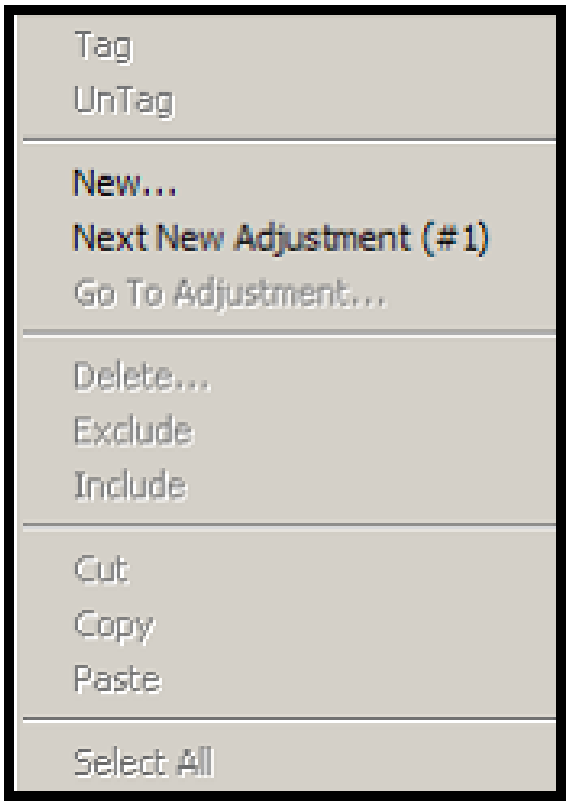
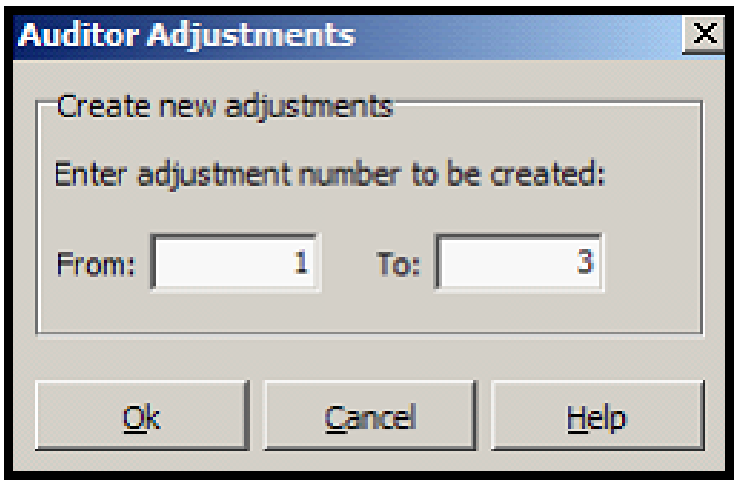


Select **New** and the **Auditor Adjustments** dialog box appears**.** Enter "1" to create one new Main Adjustment or enter a range of numbers to create multiple new Main Adjustments.



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Auditor keeps track of the next available Main Adjustment number and will prompt you to select that number. If you want to leave a number blank for future use, you can key the actual audit adjustment number you want or a range of adjustment numbers. You can also choose **Next New Adjustment** from the menu, and the system will automatically create the next sequential Main Adjustment. You will need to type the description of the Main Adjustment and the work paper reference.

The next step is to enter the adjustment details. Click the **Details** tab to switch to the **Detail Adjustment** window. You can adjust any non-calculated cell in the cost report. You can modify any type of data, including dates, text fields, and numeric fields. When you enter the details of your adjustment, Auditor checks to see whether the adjustment refers to a valid cost report location. Auditor will display "No Errors" if the location is valid, or "Invalid" if your Adjustment Detail refers to an location that does not exist or cannot be modified. If you have a worksheet open, you can click on the cell you want to adjust and then click the **Create an Adjustment from the Active Worksheet** button . The selected cell's detail information will instantly populate the cells on the **Detail** line. You can even select multiple cells to create multiple new Detail Adjustments.

Below is an Example of two adjustments that were created by highlighting worksheet E, Part A lines 1.00 and 2.00 for column 1.00 and then clicking the **Create an Adjustment from the Active Worksheet** button.

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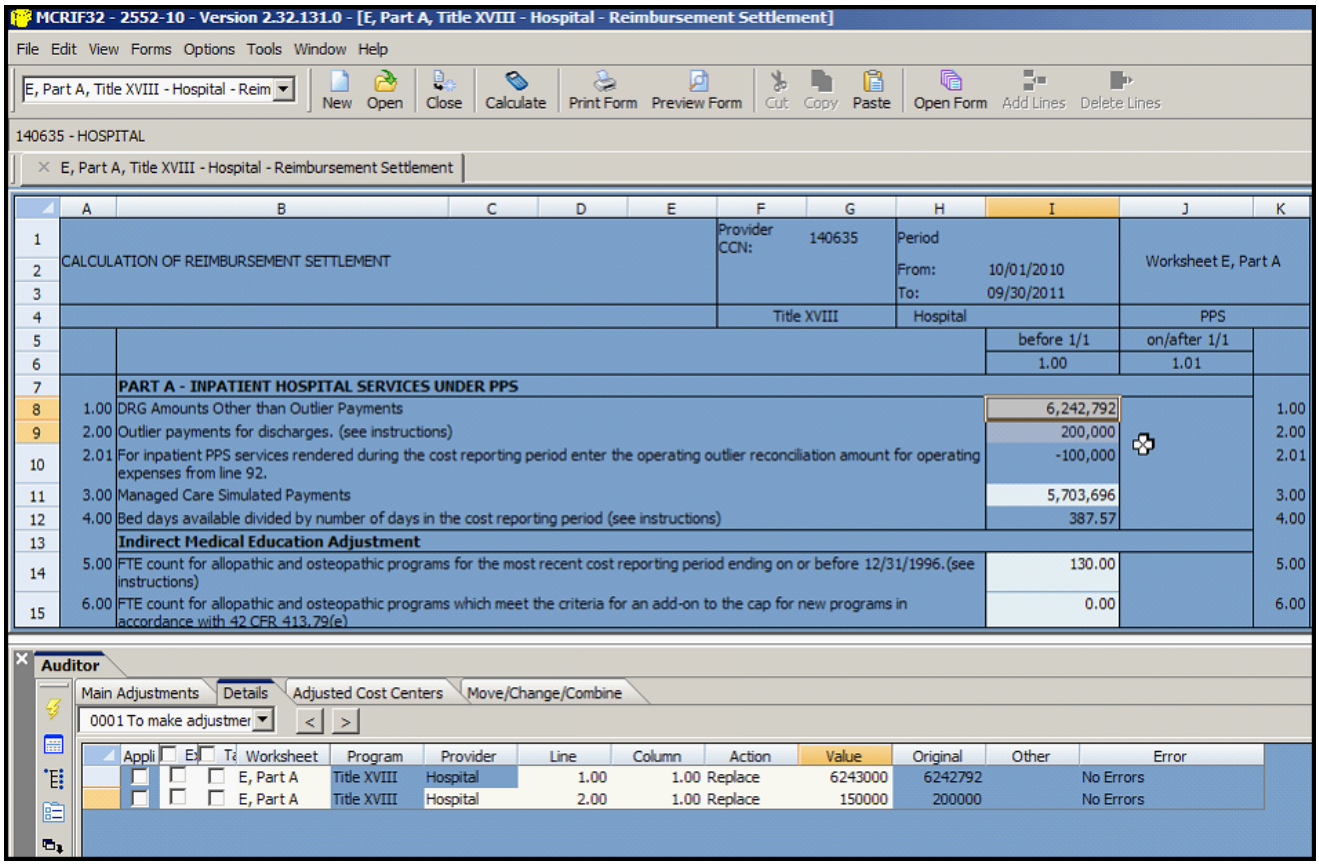
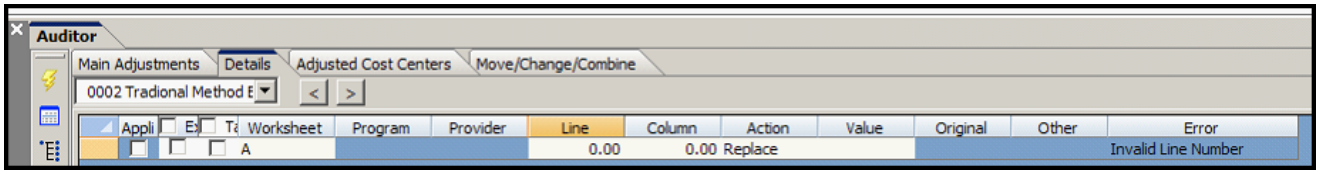
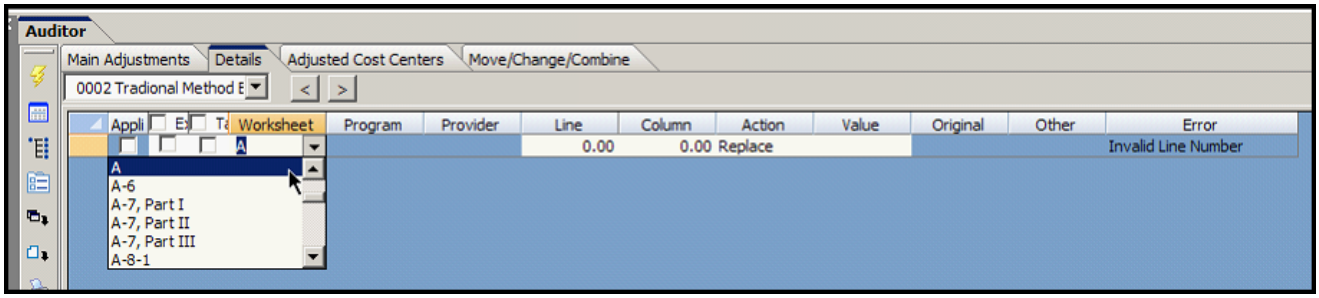

MCRIF32 - 2552-10 - Version 2.32.131.0 - [E, Part A, Title XVIII - Hospital - Reimbursement Settlement]
File Edit View Forms Options Tools Window Help
New Open Close Calculate Print Form Preview Form Cut Copy Paste Open Form Add Lines Delete Lines
140635 - HOSPITAL
E, Part A, Title XVIII - Hospital - Reimbursement Settlement
CALCULATION OF REIMBURSEMENT SETTLEMENT
Provider CCN: 140635
Period From: 10/01/2010 To: 09/30/2011
Worksheet E, Part A
Title XVIII
Hospital
PPS
before 1/1
on/after 1/1
1.00
1.01
PART A - INPATIENT HOSPITAL SERVICES UNDER PPS
1.00 DRG Amounts Other than Outlier Payments 6,242,792
2.00 Outlier payments for discharges. (see instructions) 200,000
2.01 For inpatient PPS services rendered during the cost reporting period enter the operating outlier reconciliation amount for operating expenses from line 92. -100,000
3.00 Managed Care Simulated Payments 5,703,696
4.00 Bed days available divided by number of days in the cost reporting period (see instructions) 387.57
Indirect Medical Education Adjustment
5.00 FTE count for allopathic and osteopathic programs for the most recent cost reporting period ending on or before 12/31/1996.(see instructions) 130.00
6.00 FTE count for allopathic and osteopathic programs which meet the criteria for an add-on to the cap for new programs in accordance with 42 CFR 413.79(e) 0.00
Auditor
Main Adjustments Details Adjusted Cost Centers Move/Change/Combine
0001 To make adjustmer
Worksheet Program Provider Line Column Action Value Original Other Error
E, Part A Title XVIII Hospital 1.00 1.00 Replace 6243000 6242792 No Errors
E, Part A Title XVIII Hospital 2.00 1.00 Replace 150000 200000 No Errors

The more traditional method is to click on the first “Worksheet” field in the **Details** tab. If you know the worksheet you want to adjust, type the name of the worksheet.


Auditor
Main Adjustments Details Adjusted Cost Centers Move/Change/Combine
0002 Tradional Method E
Worksheet Program Provider Line Column Action Value Original Other Error
A 0.00 0.00 Replace Invalid Line Number

You can also click on the worksheet drop down box and then click the down arrow to scroll to the desired worksheet.



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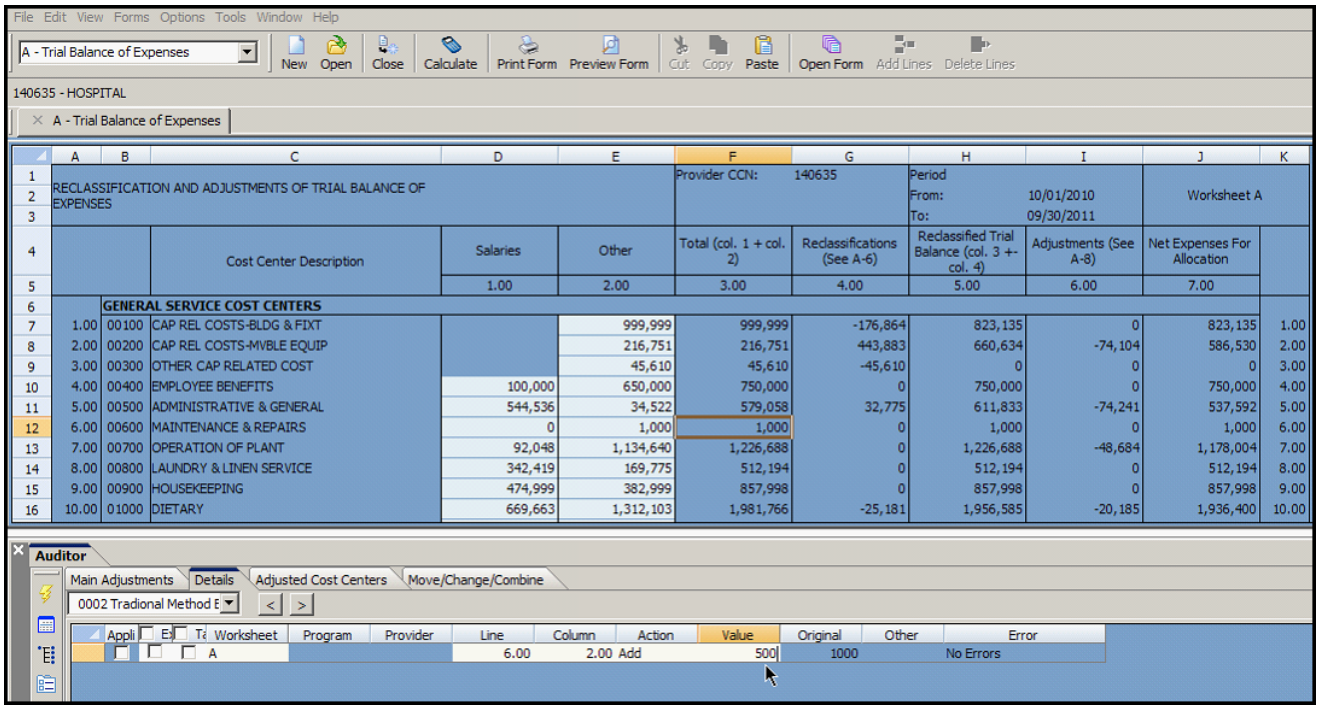
Depending on the worksheet you select, the system knows whether you need to specify a part, program, and component. If these additional qualifiers are needed, the system will give you a pick list of allowable values for each field.

Once the worksheet, part, program, and component are specified, the next step is to enter the line and column. As you enter the line and column, the system will display their descriptions. After you have entered a complete cell reference, the system will display the Original value. If you should submit an invalid line/column reference, the system will immediately inform you. It is possible that a line might be valid at the time you enter an adjustment. The line could later be deleted, or the cost report rules might change, rendering the line invalid. This error would be reported on the Audit Adjustment report.


File Edit View Forms Options Tools Window Help
A - Trial Balance of Expenses
New Open Close Calculate Print Form Preview Form Cut Copy Paste Open Form Add Lines Delete Lines
140635 - HOSPITAL
A - Trial Balance of Expenses
RECLASSIFICATION AND ADJUSTMENTS OF TRIAL BALANCE OF EXPENSES
Provider CCN: 140635
Period From: 10/01/2010 To: 09/30/2011
Worksheet A
Cost Center Description
Salaries
Other
Total (col. 1 + col. 2)
Reclassifications (See A-6)
Reclassified Trial Balance (col. 3 +- col. 4)
Adjustments (See A-8)
Net Expenses For Allocation
GENERAL SERVICE COST CENTERS
00100 CAP REL COSTS-BLDG & FIXT
00200 CAP REL COSTS-MVBLE EQUIP
00300 OTHER CAP RELATED COST
00400 EMPLOYEE BENEFITS
00500 ADMINISTRATIVE & GENERAL
00600 MAINTENANCE & REPAIRS
00700 OPERATION OF PLANT
00800 LAUNDRY & LINEN SERVICE
00900 HOUSEKEEPING
01000 DIETARY
Auditor
Main Adjustments
Details
Adjusted Cost Centers
Move/Change/Combine
0002 Tradional Method E
Worksheet Program Provider Line Column Action Value Original Other Error
A 6.00 2.00 Add 500 1000 No Errors

Another important feature of the system is that it determines the nature of the field you have specified. The system determines whether a field is alpha, date, or numeric. For numeric fields, the system knows the number of decimal places needed for every field in the Medicare cost report.

The Action field can make the auditor's job a little easier. The Action options are Add, Replace, Memo, Comment, Del Wkst, and Del Line. An Add adjustment will add or subtract (if the amount is negative) the amount from the current value. A Replace option means that the value is to replace the current value. When producing the Audit Adjustment report, the system will compute the adjustment amount needed to get the specified replacement value. Choosing between Add and Replace is a matter of convenience for the auditor. If you determine that a certain amount needs to be added or subtracted, use Add. If you know the amount that should be in the field, use the Replace feature. The system knows that you cannot add alpha fields, dates, or line references and will ignore an Add.

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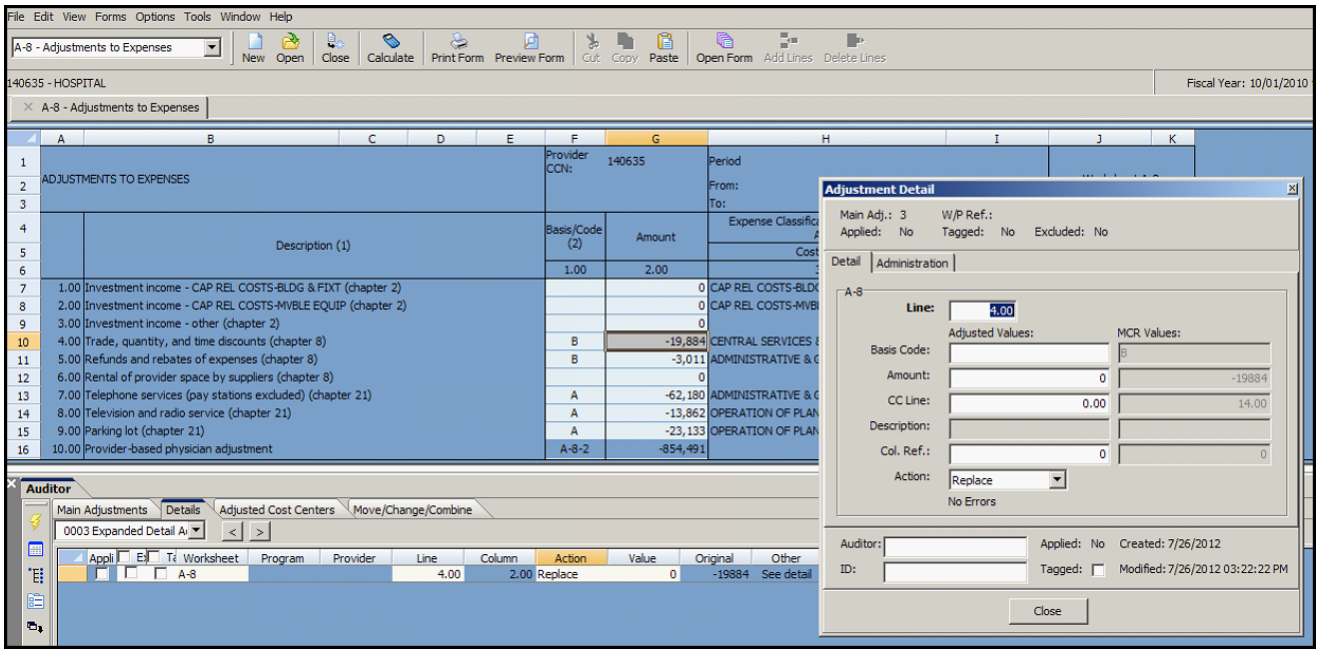
When a Memo adjustment is used, the system does not apply the value. You might use a Memo adjustment to indicate that a retroactive change in the CMS instructions has caused a value to change. The Comment action is similar to the Memo action except that the information for the adjustment is not applied, nor is it even printed on the Audit Adjustment report.

You can use Del Wkst to delete a worksheet. This option requires that you enter the Worksheet, Part, Program and Component, if applicable. The line and column do not have to be entered, and if they are entered, they are ignored.

Some adjustments can be very time consuming. For example, to make an adjustment to one line on a reclassification (i.e. A-6) or an adjustment worksheet (i.e. A-8), you need to reference several cells. HFS has special screens that simplify this process. When you enter an adjustment for one of these worksheets, the system will automatically bring up the specialized screen for entry. Original data will be placed in both the **Adjusted Values** column and the Values column. This makes it easy to adjust a single piece of the entry.


File Edit View Forms Options Tools Window Help
A-8 - Adjustments to Expenses
New Open Close Calculate Print Form Preview Form Cut Copy Paste Open Form Add Lines Delete Lines
140635 - HOSPITAL
Fiscal Year: 10/01/2010
A-8 - Adjustments to Expenses
ADJUSTMENTS TO EXPENSES
Provider CCN: 140635
Period From: To:
Description (1)
Basis/Code (2)
Amount
1.00 Investment income - CAP REL COSTS-BLDG & FIXT (chapter 2) 0
2.00 Investment income - CAP REL COSTS-MVBLE EQUIP (chapter 2) 0
3.00 Investment income - other (chapter 2) 0
4.00 Trade, quantity, and time discounts (chapter 8) B -19,884
5.00 Refunds and rebates of expenses (chapter 8) B -3,011
6.00 Rental of provider space by suppliers (chapter 8) 0
7.00 Telephone services (pay stations excluded) (chapter 21) A -62,180
8.00 Television and radio service (chapter 21) A -13,862
9.00 Parking lot (chapter 21) A -23,133
10.00 Provider-based physician adjustment A-8-2 -854,491
Adjustment Detail
Main Adj.: 3 W/P Ref.:
Applied: No Tagged: No Excluded: No
Detail Administration
A-8
Line: 4.00
Adjusted Values: MCR Values:
Basis Code:
Amount: 0 -19884
CC Line: 0.00 14.00
Description:
Col. Ref.: 0 0
Action: Replace
No Errors
Auditor: Applied: No Created: 7/26/2012
ID: Tagged: Modified: 7/26/2012 03:22:22 PM
Close
Auditor
Main Adjustments Details Adjusted Cost Centers Move/Change/Combine
0003 Expanded Detail
Worksheet Program Provider Line Column Action Value Original Other
A-8 4.00 2.00 Replace 0 -19884 See detail

If you want to go back to the expanded audit detail screen, you can get there in one of three different ways. The first way is to press ENTER while the cursor is in the **Worksheet** column of the **Detail Adjustment** line. The second method is to press F6 while the cursor is in any part of the **Adjustment Detail** line. The third method is to click the **Adjustment Detail** button on the **Auditor Toolbar**.

These special audit adjustment screens save considerable time. When the Audit Adjustment report is printed, the report will show only the pieces of the adjustment that were changed.

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The HFS Medicare Auditor can assist you with the entry of audit adjustments to Worksheet (Hospital) B-1, allocation statistics. When HFS converts an ECR file to a cost report file, we analyze the allocation statistics. If the same statistics are used to allocate two columns, we only store those statistics one time. We use a statistics code to accomplish this. All overhead cost centers are assigned a statistics code. If the allocation statistics in the ECR file are the same for two columns, we assign the same statistics code to both lines being allocated. When you adjust a statistic that is used multiple times, a single change affects all columns using that statistic. If your single adjustment affects multiple columns of statistics, the adjustment report will show each column as a separate adjustment entry.

If you need to override the accumulated cost statistic, you enter the column and the line you want to override. You can then enter "–1" in the **Amount** column to force the accumulated cost allocation for that line to zero.

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8.2.1 Shortcut Keys

CTRL+P	opens print dialog box
CTRL+TAB	Switch to next tab
CTRL+SHIFT +TAB	Switch to previous tab
CTRL+SPACE	Switch between main and detail tab only
ALT+G	Opens the **Goto** dialog box to jump to a specific main adjustment number
HOME	Move the cursor to the first cell on the row
DOWN ARROW	Will create a new detail line on the detail screen
ENTER	Execute the **Finish** or **Ok** button in any popup dialog boxes used by Auditor like apply screen
ESC	Cancel any popup dialog box used by Auditor like detail screen, utilities and apply screen
F1	Opens Medicare Auditor Help
F2	Clear date field
F3	Set today date in the current date field
F4	Open the calendar for the current date field
F6	Show the detail screen for complex worksheet adjustments
F8	Create a new main or detail adjustment depending on the screen you are on
F9	Permanently delete selected main adjustments
F10	Jump to the main application menu bar

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Cut/Copy/Paste Commands

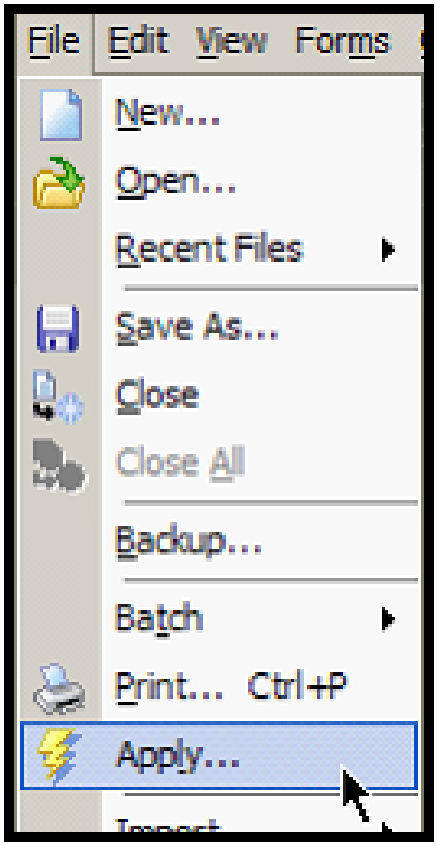
In addition to the CTRL+X, CTRL+C and CTRL+V shortcut keys you can use the relative popup menu commands by right clicking on selected cells.. To select rows use the header on the left of the spreadsheet.

Create Adjustments From Worksheet

You can create adjustments by selecting a cell or a range of cells directly from the active worksheet. Once you select cell/s use the Create adjustment from active cell button located on the auditor toolbar for the detail screen.

8.3 Applying an Adjustment

To apply adjustments and review the settlement impact of one or more adjustments click on the **Apply** button on the **Auditor** toolbar or, on the **File** menu, click **Apply**



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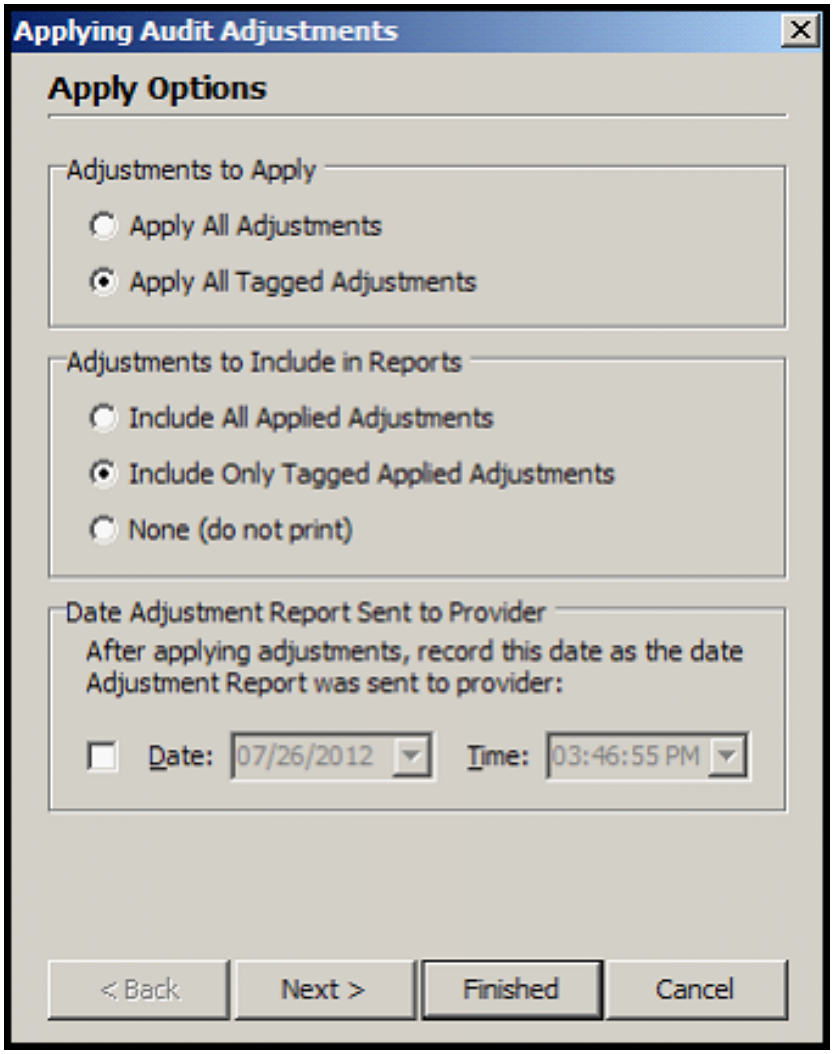
To see the impact of one or some of your adjustments, select one or several adjustments using the **Tag** option. You can select or deselect an adjustment by clicking the **Tag** check box in the **Tag** column on either the **Main Adjustment** window or the Detail window. When finished selecting the adjustments you want to apply, click the **Apply** button . In the **Apply Options** dialog box, click the **Apply All Tagged Adjustments** option button.


Applying Audit Adjustments
Apply Options
Adjustments to Apply
Apply All Adjustments
Apply All Tagged Adjustments
Adjustments to Include in Reports
Include All Applied Adjustments
Include Only Tagged Applied Adjustments
None (do not print)
Date Adjustment Report Sent to Provider
After applying adjustments, record this date as the date Adjustment Report was sent to provider:
Date: 07/26/2012
Time: 03:46:55 PM
< Back
Next >
Finished
Cancel

To exclude adjustments, select or clear the **Exclude** check box for each adjustment. The detail of excluded adjustments are not modified if the adjustment is excluded. However, if you choose **Apply All Adjustments**, the excluded adjustments will not be applied. To restore the adjustment to active status, clear the **Exclude** check box.

You can delete an adjustment. Select an adjustment. Then on the **Edit** menu, select **Delete,** or right click on the selected Main Adjustment then click **Delete**.

Note: The CMS Financial Management (Pub. 100-06) Manual requires that when MACs give the provider an updated Audit Adjustment Report, the MAC must identify the adjustments that

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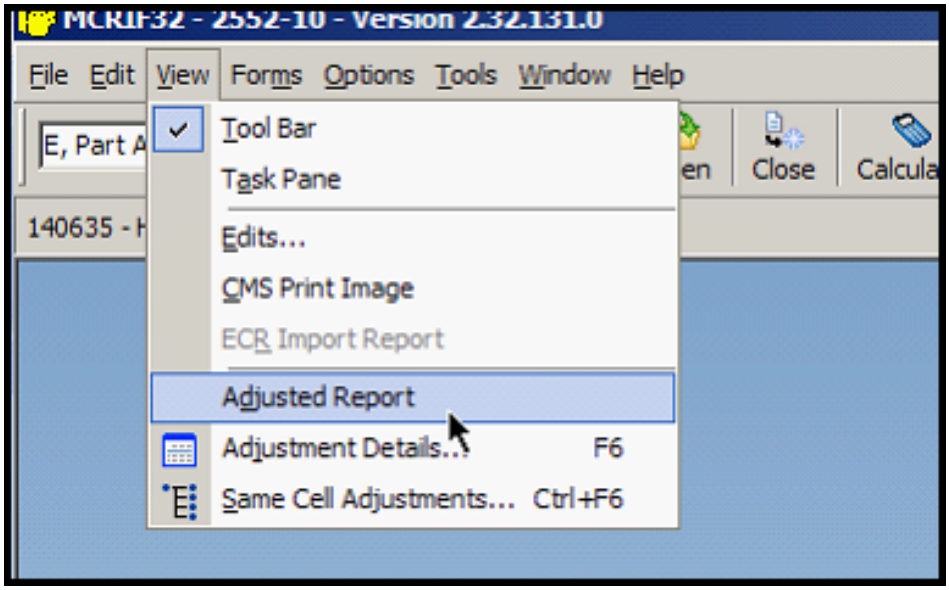
have changed since the report was last given to the provider. The HFS system allows you to mark the date of the Adjustment report as the date the Audit Adjustment Report was last given to the provider. If an Audit Adjustment report is run in the future, it would indicate in the audit description which audit adjustments have been modified since the report was sent to the provider.

You can view the impact of applied adjustments by opening the worksheet where the adjustment was applied. Next, on the **View** menu, click **Adjusted Report**. Then open the desired worksheet to see the impact of the adjustment in the Adjusted Report. After this option is command is selected, all subsequently opened worksheets will be from the Adjusted Report.



When you open the worksheet in your original cost report you will not see the effect of your audit adjustments because Auditor never modifies your cost report. However, after you open the worksheet in the Adjusted Report, you will see the adjustment(s). The adjusted worksheet with have "Read Only" as part of the worksheet name on the tab at the top of the worksheet window, as shown in the picture below.

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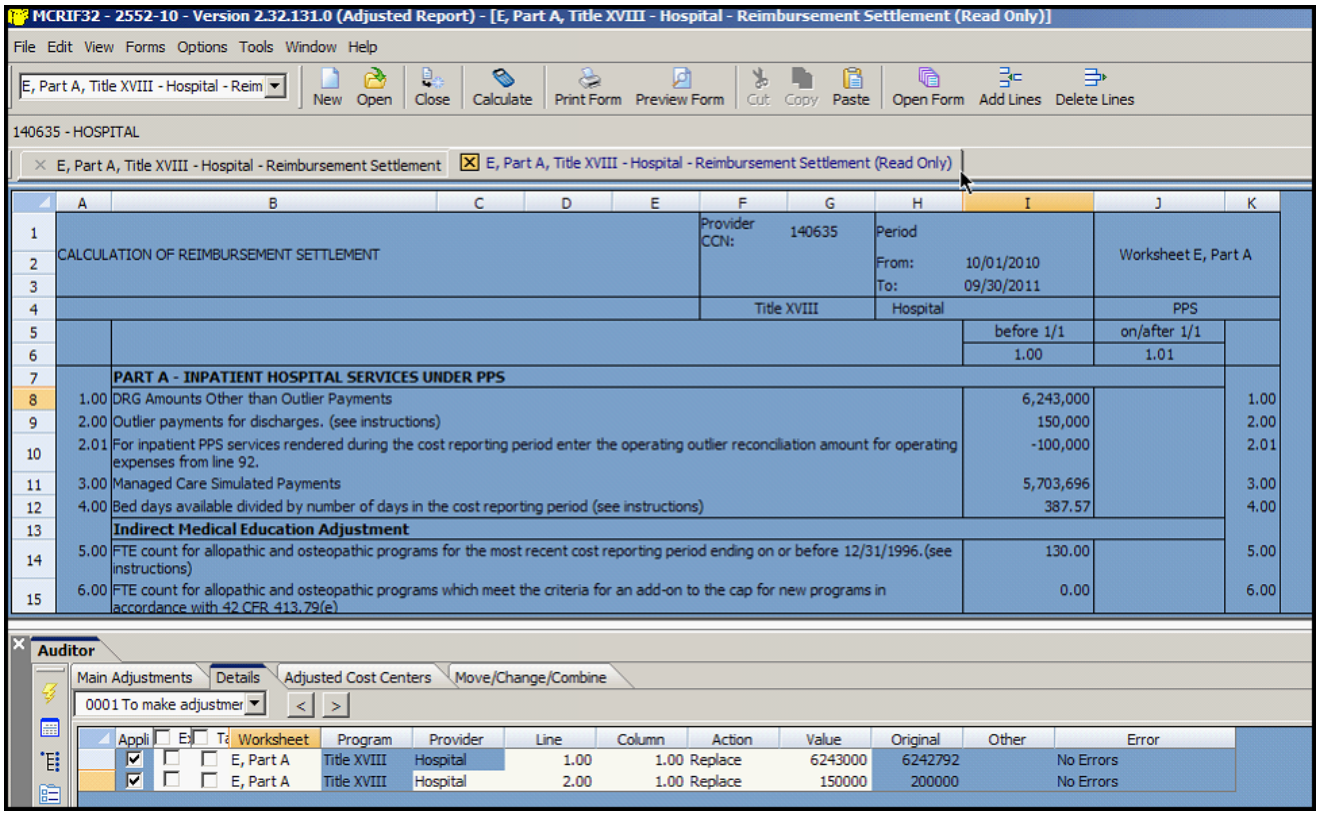
MCRIF32 - 2552-10 - Version 2.32.131.0 (Adjusted Report) - [E, Part A, Title XVIII - Hospital - Reimbursement Settlement (Read Only)]
File Edit View Forms Options Tools Window Help
New Open Close Calculate Print Form Preview Form Cut Copy Paste Open Form Add Lines Delete Lines
140635 - HOSPITAL
E, Part A, Title XVIII - Hospital - Reimbursement Settlement
E, Part A, Title XVIII - Hospital - Reimbursement Settlement (Read Only)
CALCULATION OF REIMBURSEMENT SETTLEMENT
Provider CCN: 140635
Period From: 10/01/2010 To: 09/30/2011
Worksheet E, Part A
Title XVIII
Hospital
PPS
before 1/1
on/after 1/1
PART A - INPATIENT HOSPITAL SERVICES UNDER PPS
1.00 DRG Amounts Other than Outlier Payments 6,243,000
2.00 Outlier payments for discharges. (see instructions) 150,000
2.01 For inpatient PPS services rendered during the cost reporting period enter the operating outlier reconciliation amount for operating expenses from line 92. -100,000
3.00 Managed Care Simulated Payments 5,703,696
4.00 Bed days available divided by number of days in the cost reporting period (see instructions) 387.57
Indirect Medical Education Adjustment
5.00 FTE count for allopathic and osteopathic programs for the most recent cost reporting period ending on or before 12/31/1996.(see instructions) 130.00
6.00 FTE count for allopathic and osteopathic programs which meet the criteria for an add-on to the cap for new programs in accordance with 42 CFR 413.79(e) 0.00
Auditor
Main Adjustments Details Adjusted Cost Centers Move/Change/Combine
0001 To make adjustmer
Worksheet Program Provider Line Column Action Value Original Other Error
E, Part A Title XVIII Hospital 1.00 1.00 Replace 6243000 6242792 No Errors
E, Part A Title XVIII Hospital 2.00 1.00 Replace 150000 200000 No Errors

8.4 Print Options

When you apply an adjustment, you will be presented with the options shown in the below window. Your responses will be saved and used when printing reports until you change them. You can make changes on this screen or click Finished to continue with the current settings.

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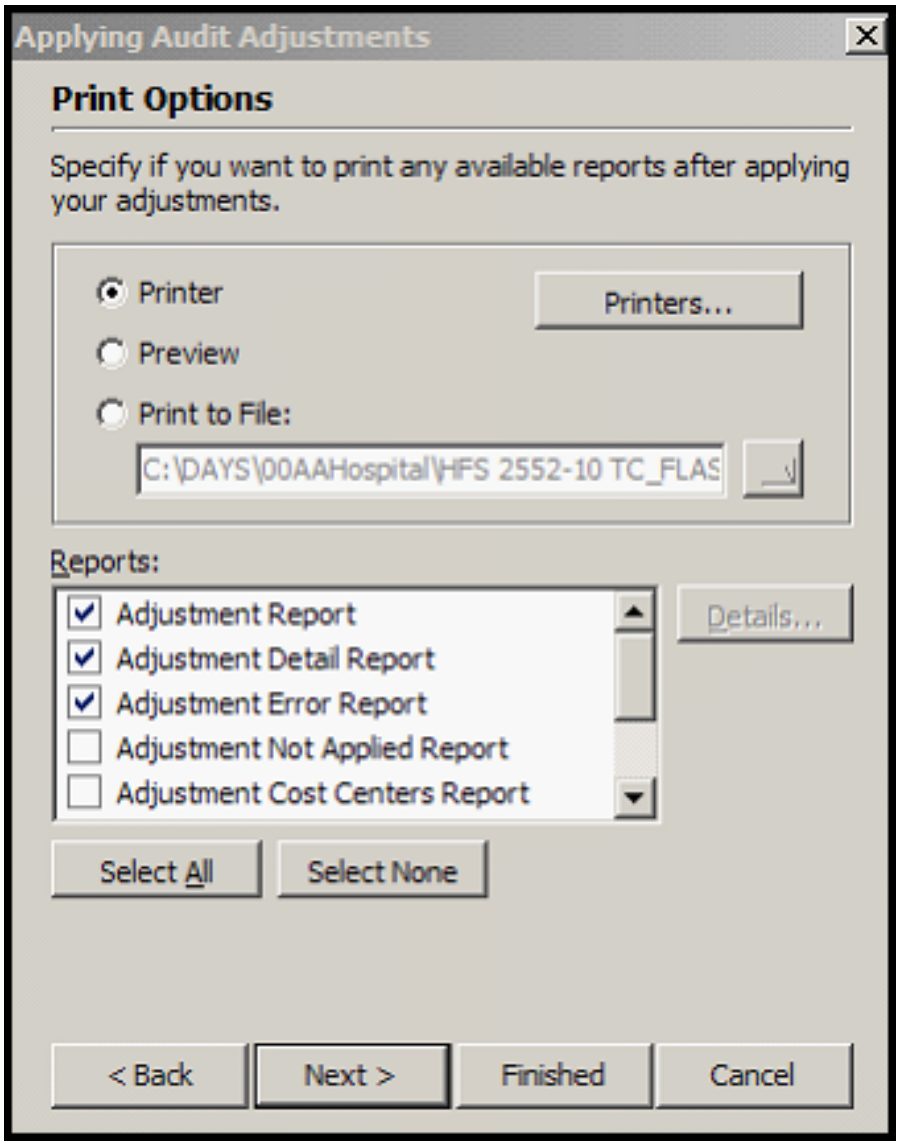

The first section allows you to print the reports to a printer, preview the reports, or print to a file. If you choose to print to a printer, you can also select which printer by clicking on the **Printers** button to the right. If you select **Preview**, you will be able to view the report on the screen. You can still print the entire document from the **Preview** window. The Preview feature has the additional advantage that you can print a single page. You can also print to a text or PDF file. This is a useful feature if you want to email a copy of the report. The selected options will remain in effect until you change them.

The next section allows you to choose what to include in the printed reports. The first report is the Audit Adjustment Report. This report contains all the detailed audit adjustment information and is the report sent to the provider.

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The Adjustment Detail Report contains all the information in the Audit Adjustment Report, plus the administrative information: date created, date last modified, auditor name, date reviewed, reviewer, etc.

The Adjustment Error report is a list of problems in the Auditor file.

If you want to see the CMS Level I edits or the HCRIS edits, you need to check the **Calculation Edits** checkbox.

The Adjustment Not Applied Report shows a report of all adjustments that have not been applied because they were excluded or not tagged.

The Adjustment Cost Centers Report shows all adjustments made under the **Adjusted Cost Center** tab. Any changes made to the cost center structure or to the cost center statistical setup will only be shown in this report.

You can choose to print the Settlement Summary and the NPR Report.

To customize your Adjustment Report, click on the Adjustment Report, and then click on the **Details** button. The screen below will appear. You may start your adjustment page number at 1 or, if you insert additional pages before the adjustment report, you can specify a number based on the number of pages you include. You can choose to sort your adjustments in worksheet order. If you don't choose this option, the adjustments will be printed in the order in which you entered them. When you choose to sort your adjustments, the Adjustment Report will print a reference number that will tie back to the adjustment number on the screen.

Note: If you choose to print in a certain order, the Detail Adjustment Report will print in the same order.

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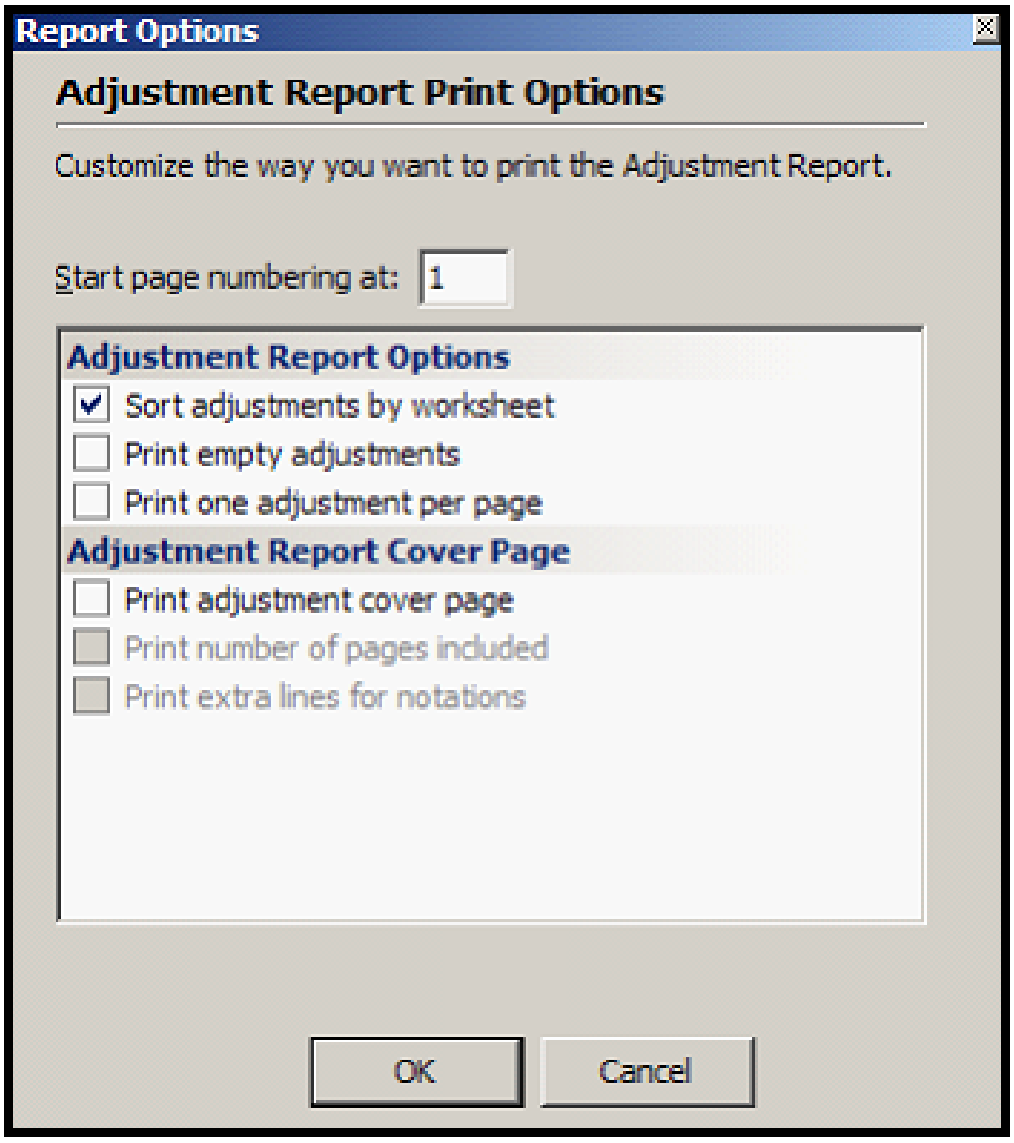
Report Options
Adjustment Report Print Options
Customize the way you want to print the Adjustment Report.
Start page numbering at: 1
Adjustment Report Options
Sort adjustments by worksheet
Print empty adjustments
Print one adjustment per page
Adjustment Report Cover Page
Print adjustment cover page
Print number of pages included
Print extra lines for notations
OK
Cancel

Note: The CMS Financial Management (Pub. 100-06) Manual requires that audit adjustments should be in order by worksheet.

You can specify whether you want adjustments with no worksheet, line, and column references (empty). If you have the three standard adjustments at the beginning of your report, these will print even if you specify that you do not want to print empty adjustments.

You can print the Adjustment Report cover page through the HFS system with the option of showing how many pages are included in the report and with extra blank lines for notations.

When printing the Adjustment Report or the Detail Adjustment Report you can choose to print a particular group of applied adjustments.

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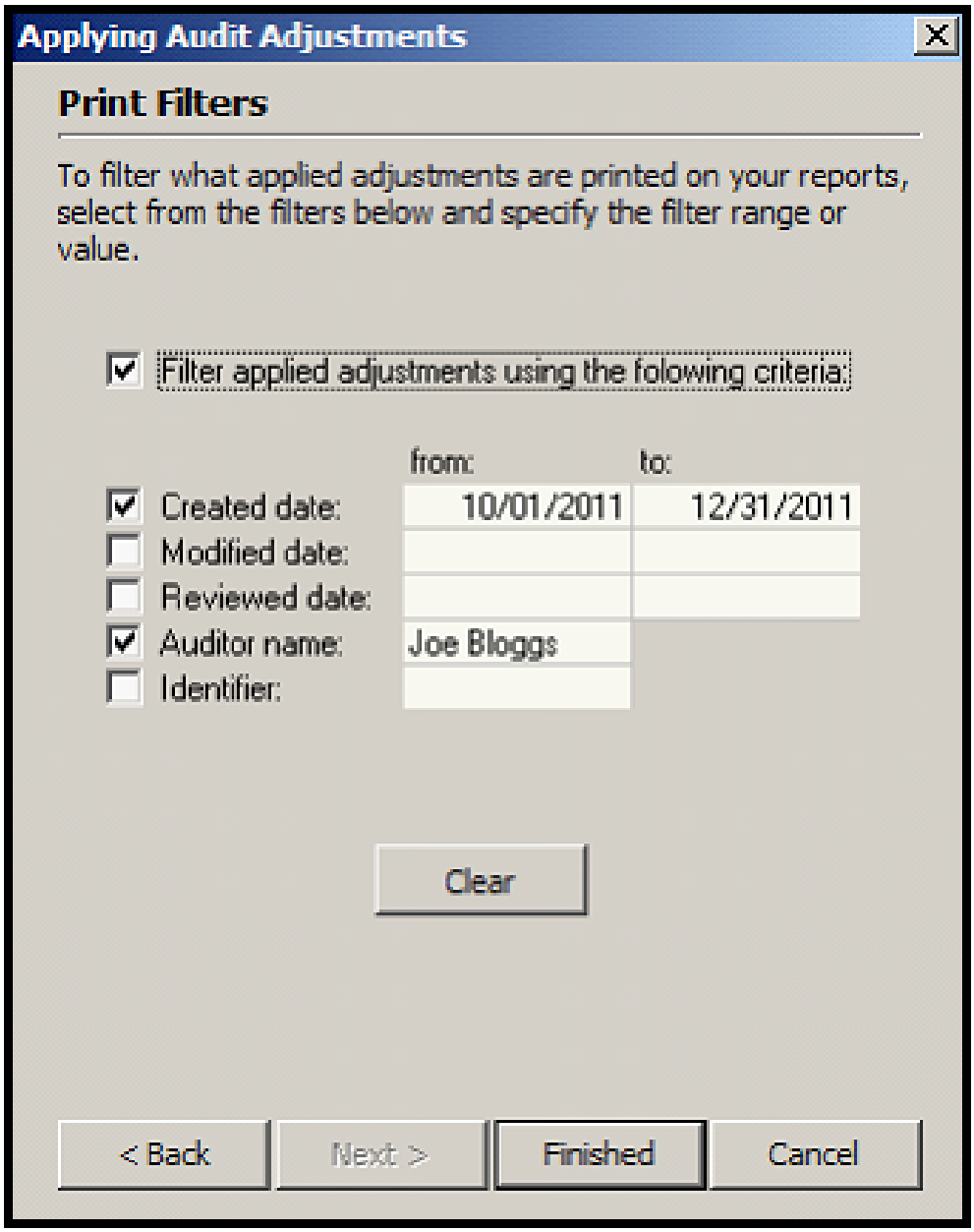

Click the checkbox at the top of the dialog box to enable the print filters. Clear the checkbox if you don't want to use the filter feature. You can filter by one or multiple criteria. For example, you can select only adjustments created on particular dates and created by a particular Auditor. The **Auditor name** field and the **Identifier** field are case sensitive. The filter settings are saved and remain in effect until you deselect them or disable the filter feature. Whenever you apply your adjustments the same filter settings are applied. The **Clear** button will deselect all check boxes and data on the screen. Whether you clear the current filter settings or enable and enter filter settings, the changes you make in this dialog box are only saved if you subsequently apply audit adjustments. If you close the dialog box without applying the adjustments, your changes will be discarded and the options will revert to their previous state.

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Print Filters - Keyboard Shortcuts	
F2	Clear a field (date or text)
F3	Automatically fill date cell with today date
F4	In a date field pops up a calendar, the calendar can be also invoked by d on a date cell
TAB	Move cursor to the next button on the screen
ENTER	Move cursor to the next field or execute the command if cursor is on the
ESC	Close the screen cancelling the current command

8.5 Auditor Options & Utilities

You can view and set Auditor Options by choosing **Auditor** and **Options** from the **Preferences** dialog box. You can set options for each type of cost report software subsystem. Click **Options** and then select a cost report subsystem and you will see the following screen.

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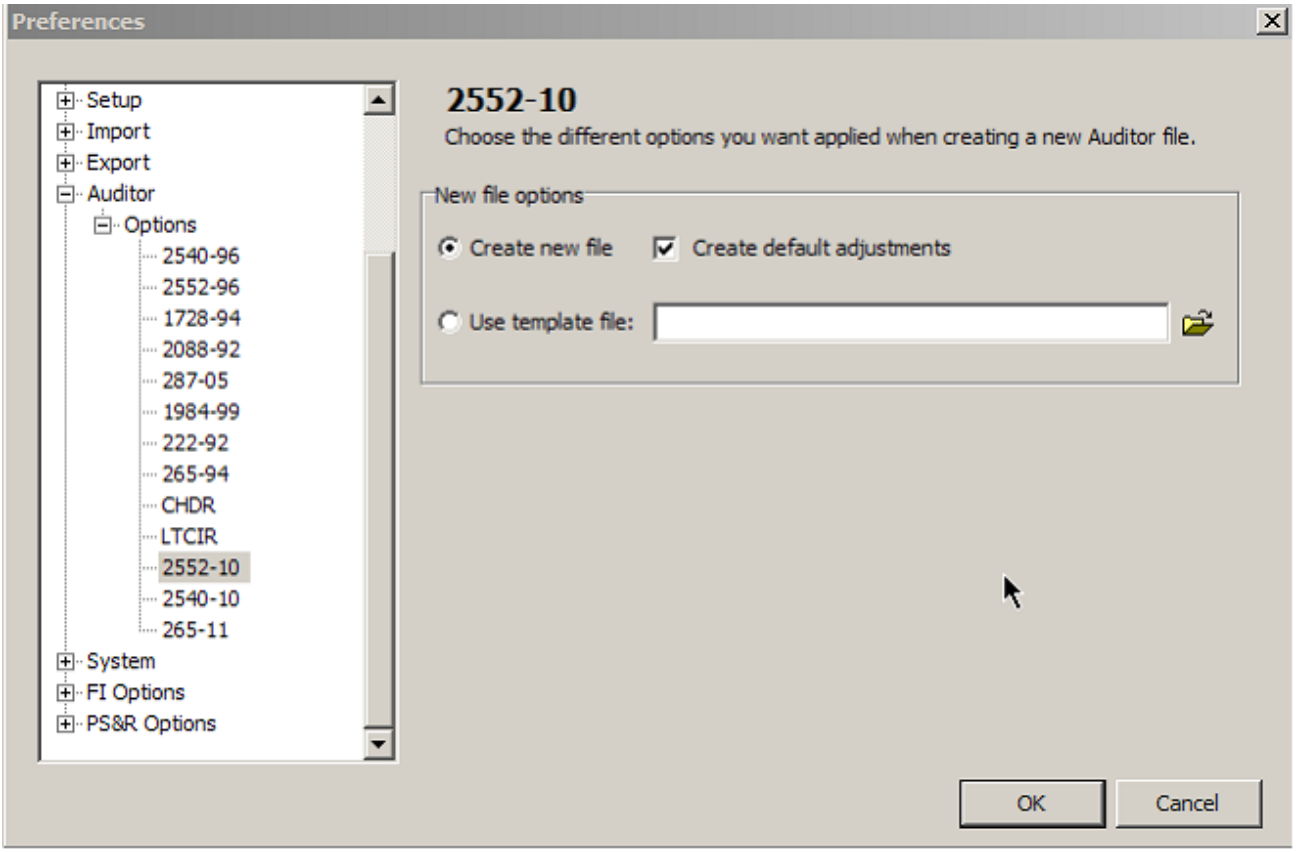

You can have different decisions (or template files) for each type of cost report. If you select the Create Default Adjustments option on this screen for the 2552-10, you will get the first three standard audit adjustments for every new 2552-10 audit adjustment file you open. If you do not want to include these three standard adjustments, leave the box unchecked. If you want to have a different set of default adjustments, put those adjustments in a file and select the **Use Template File** option. You can then have standard adjustments with exactly the wording you want. You can enter the file name for the template file or use the **Browse** option to locate your template file.

Although the design concept was to use a consistent template file to preset a small number of audit adjustments, the template file specified can contain an extensive number of adjustments that will all be put into the new file. Also, the template file name can be changed for each cost report type. Now click on **Detail Headings**.

Auditor Utilities is accessed by clicking the icon or by going to **Options | Auditor Options**.

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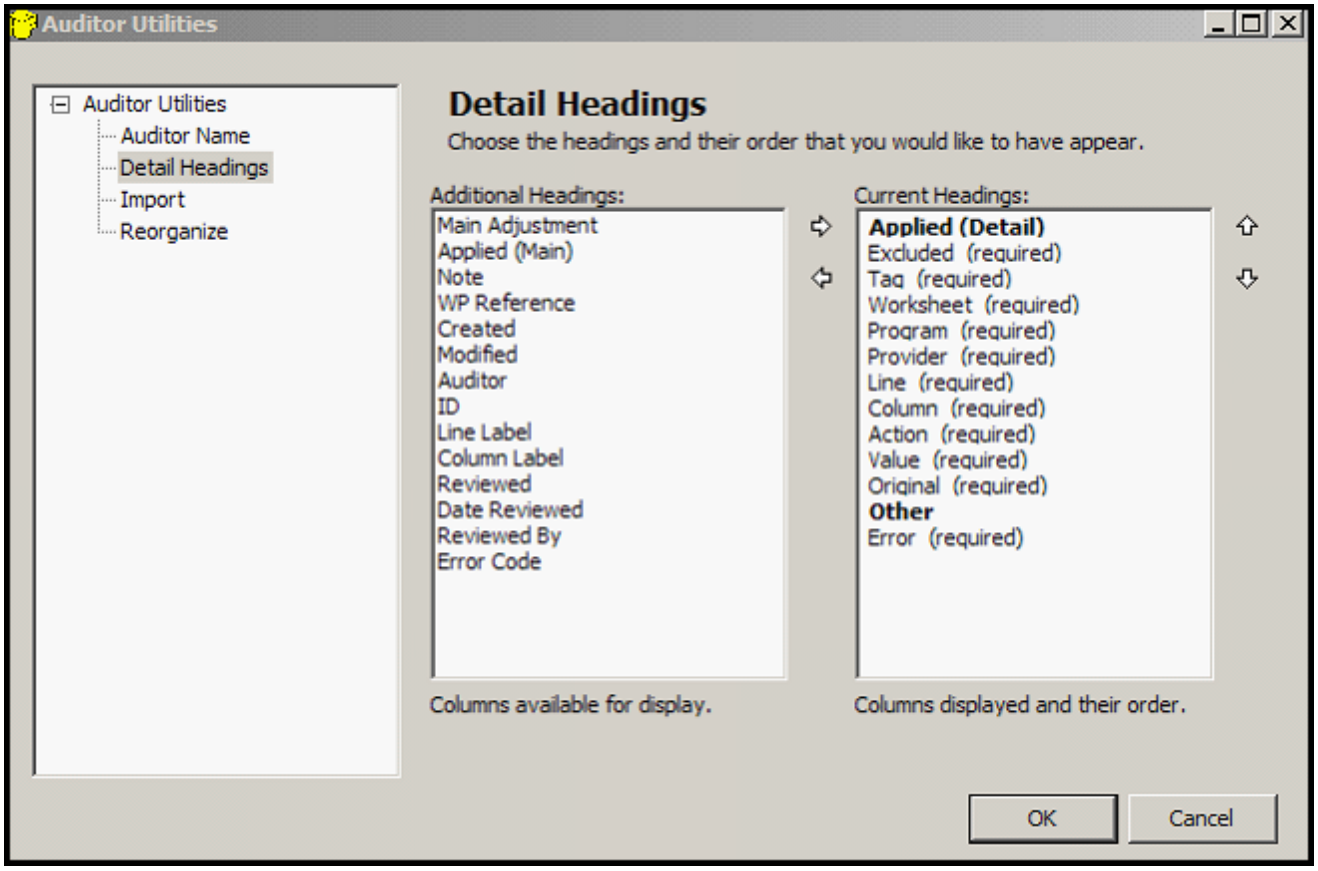
You can pick and choose which fields you want displayed on the **Detail** tab. The **Additional Headings** pick list displays the fields that are not currently displayed, and the **Current Headings** pick list shows fields that will be displayed. Use the right and left arrow buttons to move the fields between the two lists. You can also choose the order in which the current headings are displayed. Use the up and down arrows to the right of the **Current Headings** list to change the field order.



Now expand **Auditor Utilities** and click on **Auditor Name**. You can enter your name and indicate whether you want your name associated with the adjustment when you create new adjustments and/or when you modify adjustments. You will be able to see your name and the date on the screen for each audit adjustment that you have created or modified. You can print this information by choosing to print the Audit Adjustment Detail report.

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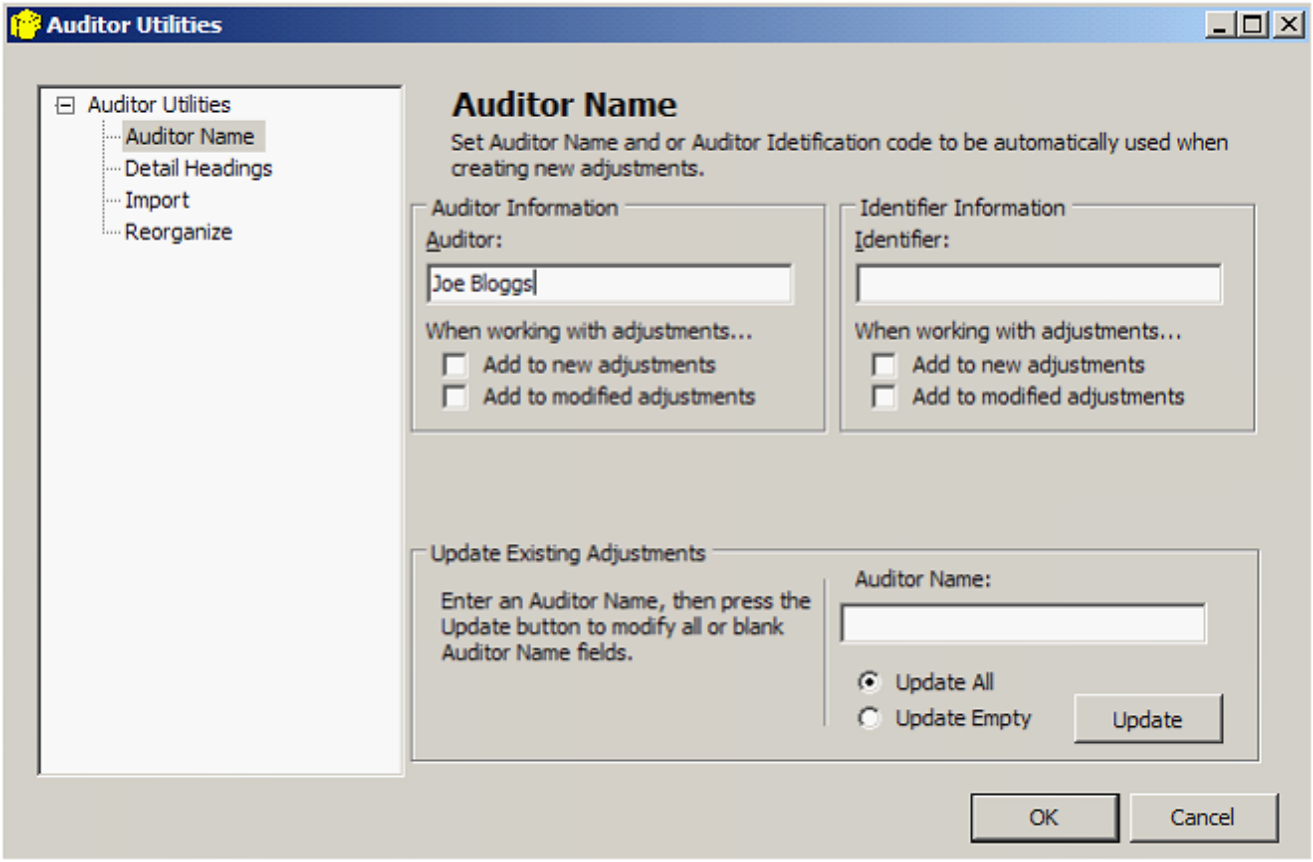

The Identifier Information section provides an optional level of detail. You can use identifier information to associate a group or team of auditors. Multiple auditors can have the same identifier. If you enter an identifier, you should check both the new and modified boxes. As with the auditor name, the identifier will be updated whenever you create or modify an audit adjustment.

The **Update Existing Adjustments** options at the bottom of the **Auditor Utilities** dialog box allows you to enter your name and then update either all or just the empty adjustments by clicking the **Update** button.

See also: Auditor Options

8.6 Importing Adjustments

Some Contractors have established a list of standard audit adjustments with descriptions, references, and affected worksheets, lines, and columns. You have the ability to import these adjustments. You can mark single or multiple adjustments in the **Adjustments to Import** field, or you can use the Select All option to mark all adjustments. When you click on the right-facing arrow, the highlighted adjustments are added to **Current Adjustments** list.

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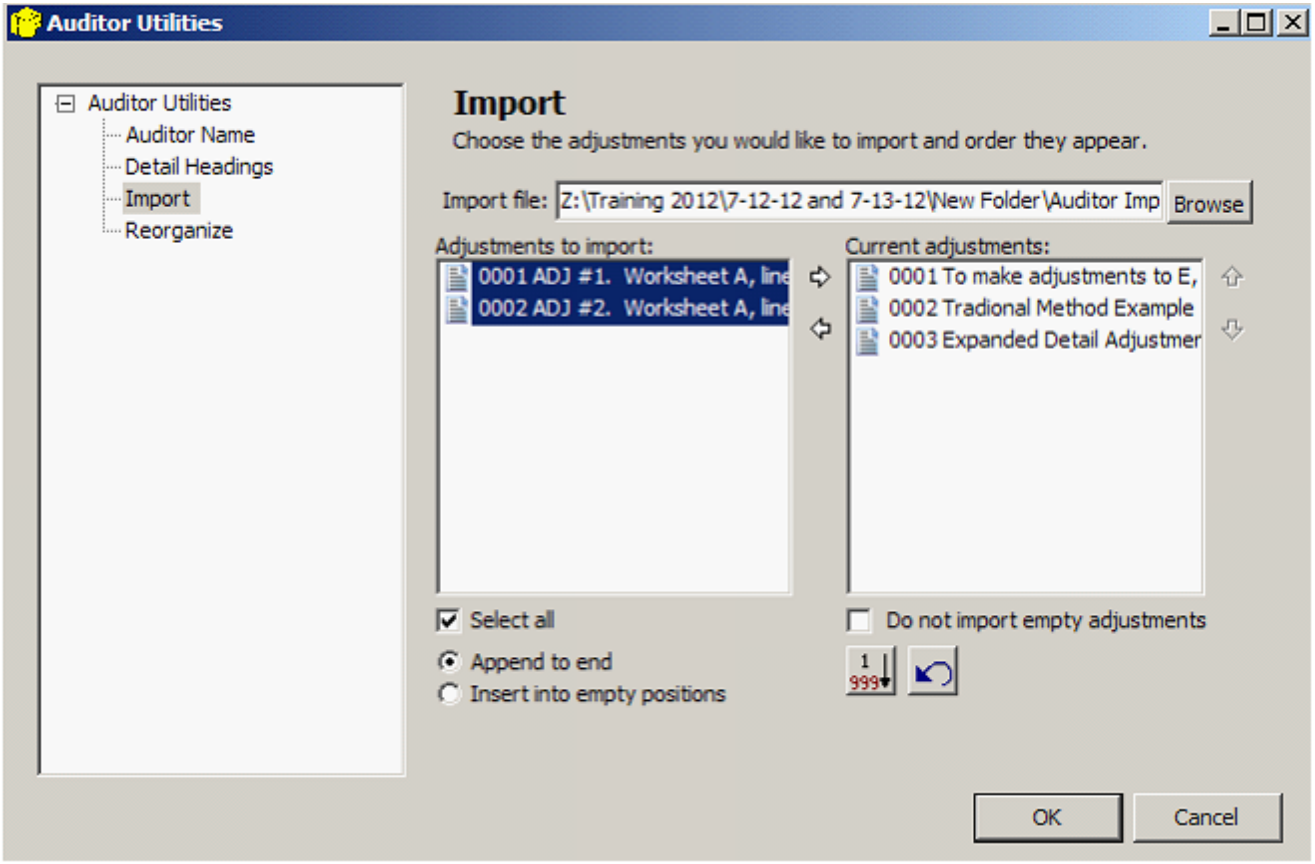

If you have deleted adjustments (not excluded, but actually deleted), you can have the adjustments fill those empty positions by clicking the **Insert into Empty Positions** option. Usually, you would click on the **Append to End** option to have the adjustments add to the end of the **Current Adjustments** list.

We have added the ability to avoid importing empty adjustments (no worksheet, line, and column details). At any point in the process, you can renumber the adjustments using the **1–999** button. The **Undo** button to the right of the **1–999** button will undo all the changes you have made since selecting the **Import Auditor Adjustments** option. You can also select **Cancel** to abort this process. This is a very powerful capability. However, mistakes can be difficult to reverse. You may want to experiment with this capability before you use it on a Medicare cost report.

8.7 Reorganizing Adjustments

The Reorganize utility eliminates all excluded adjustments and sequentially renumbers the remaining adjustments. You can also reorder the adjustments. You can click one or several adjustments. You can then move the highlighted adjustments up or down using the up and down arrows.

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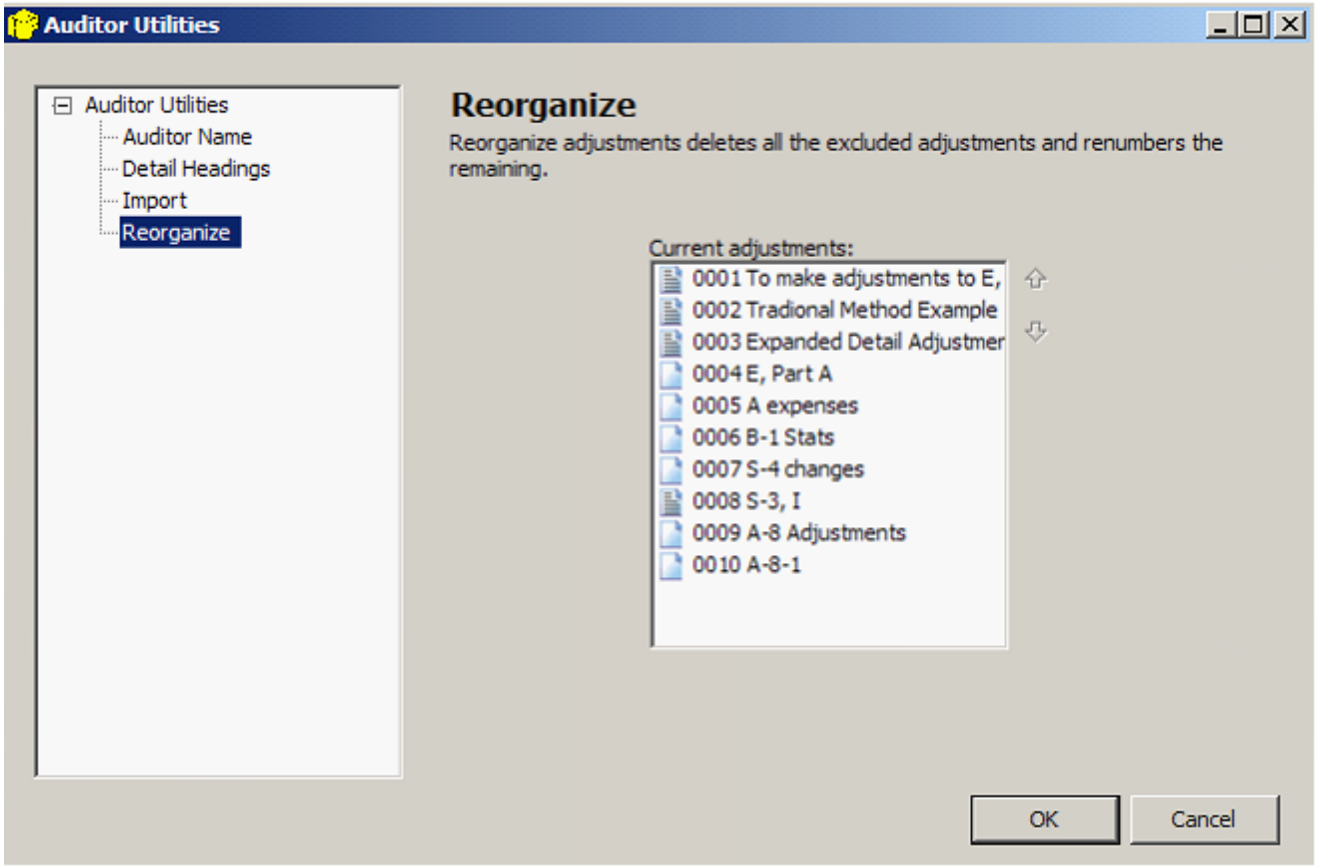

Note that the icon to the left of the adjustment number is sometimes blank and other times it has writing. The icon is blank when there are no detail (worksheet, line, and column) entries. The icons for the remaining adjustments contain lines. This indicates that there are detail entries for these adjustments.

8.8 Add/Delete Cost Centers

You can add and delete cost centers by clicking on the **Adjusted Cost Centers** tab. You can use the **Add Lines** fields to add single or multiple lines. If you want to allow the addition of sub-lines, click on the **Include Sub-Lines** checkbox. Without this box checked, the system will not add any sub-lines. After you have entered the desired lines\sub-lines to add, click the **Add** button

.

You can delete lines by clicking on the line you wish to delete and then clicking the **Delete** button .

You can also use this screen to change the statistic codes.

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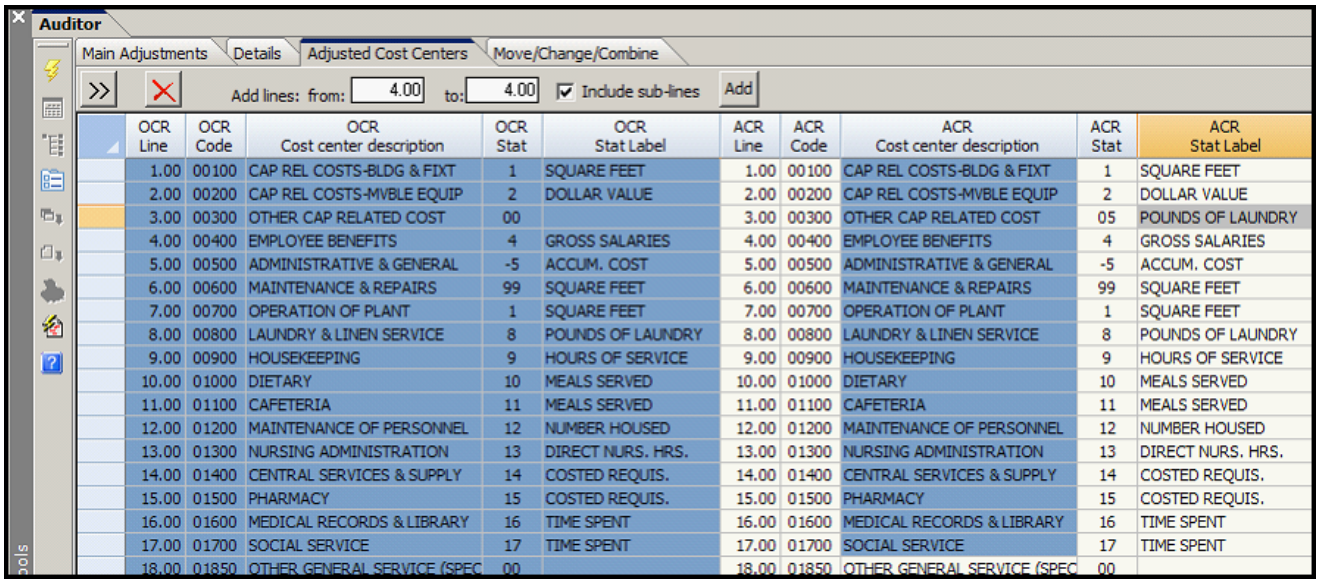
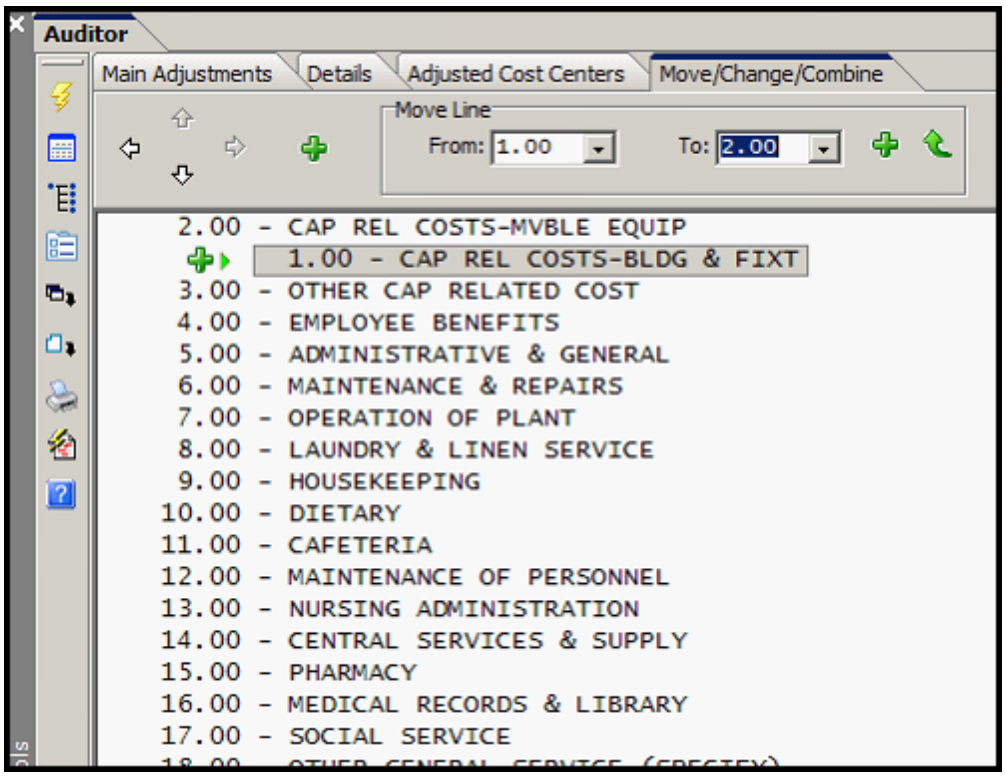


OCR Line	OCR Code	OCR Cost center description	OCR Stat	OCR Stat Label	ACR Line	ACR Code	ACR Cost center description	ACR Stat	ACR Stat Label
1.00	00100	CAP REL COSTS-BLDG & FIXT	1	SQUARE FEET	1.00	00100	CAP REL COSTS-BLDG & FIXT	1	SQUARE FEET
2.00	00200	CAP REL COSTS-MVBLE EQUIP	2	DOLLAR VALUE	2.00	00200	CAP REL COSTS-MVBLE EQUIP	2	DOLLAR VALUE
3.00	00300	OTHER CAP RELATED COST	00		3.00	00300	OTHER CAP RELATED COST	05	POUNDS OF LAUNDRY
4.00	00400	EMPLOYEE BENEFITS	4	GROSS SALARIES	4.00	00400	EMPLOYEE BENEFITS	4	GROSS SALARIES
5.00	00500	ADMINISTRATIVE & GENERAL	-5	ACCUM. COST	5.00	00500	ADMINISTRATIVE & GENERAL	-5	ACCUM. COST
6.00	00600	MAINTENANCE & REPAIRS	99	SQUARE FEET	6.00	00600	MAINTENANCE & REPAIRS	99	SQUARE FEET
7.00	00700	OPERATION OF PLANT	1	SQUARE FEET	7.00	00700	OPERATION OF PLANT	1	SQUARE FEET
8.00	00800	LAUNDRY & LINEN SERVICE	8	POUNDS OF LAUNDRY	8.00	00800	LAUNDRY & LINEN SERVICE	8	POUNDS OF LAUNDRY
9.00	00900	HOUSEKEEPING	9	HOURS OF SERVICE	9.00	00900	HOUSEKEEPING	9	HOURS OF SERVICE
10.00	01000	DIETARY	10	MEALS SERVED	10.00	01000	DIETARY	10	MEALS SERVED
11.00	01100	CAFETERIA	11	MEALS SERVED	11.00	01100	CAFETERIA	11	MEALS SERVED
12.00	01200	MAINTENANCE OF PERSONNEL	12	NUMBER HOUSED	12.00	01200	MAINTENANCE OF PERSONNEL	12	NUMBER HOUSED
13.00	01300	NURSING ADMINISTRATION	13	DIRECT NURS. HRS.	13.00	01300	NURSING ADMINISTRATION	13	DIRECT NURS. HRS.
14.00	01400	CENTRAL SERVICES & SUPPLY	14	COSTED REQUIS.	14.00	01400	CENTRAL SERVICES & SUPPLY	14	COSTED REQUIS.
15.00	01500	PHARMACY	15	COSTED REQUIS.	15.00	01500	PHARMACY	15	COSTED REQUIS.
16.00	01600	MEDICAL RECORDS & LIBRARY	16	TIME SPENT	16.00	01600	MEDICAL RECORDS & LIBRARY	16	TIME SPENT
17.00	01700	SOCIAL SERVICE	17	TIME SPENT	17.00	01700	SOCIAL SERVICE	17	TIME SPENT
18.00	01850	OTHER GENERAL SERVICE (SPEC	00		18.00	01850	OTHER GENERAL SERVICE (SPEC	00	

8.9 Move/Change/Combine

The Move/Change/Combine utility moves data from one cost center and either adds it to the data in another cost center or replaces the existing data in the other cost center.



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Here, you can “add” the data from one cost center to another, or; “take” the data from one cost center and replace the data in another cost center (overlay). When you use either of these functions, the source line (From) in the Adjusted Report will be deleted. To use this feature, enter the cost center line you wish to take the data from (From) and then enter the cost center line you wish to add/replace (To). Click the **Add** button to add the data from the “From” line to the data in the “To” line. Selecting the **Overlay** button will take the data from the “From” line and replace it over the data in the “To” line.

In the above example, the data in cost center line 1.00 will be added to the data in cost center line 2.00 and cost center line 2.00 will be deleted.

To undo an action, simply click on the **Left Arrow**. This will remove the “add" or "replace” command and the cost centers will revert to their original state.

8.10 Impact Report

The Impact Report determines the impact of each audit adjustment. To run the Impact Report click the **Impact Report** button .

The **Impact Report Print Options** dialog box will give you the option of printing to a printer, previewing the report on the screen, or printing it to a file. You may also choose to print the cost centers report with your Impact report.

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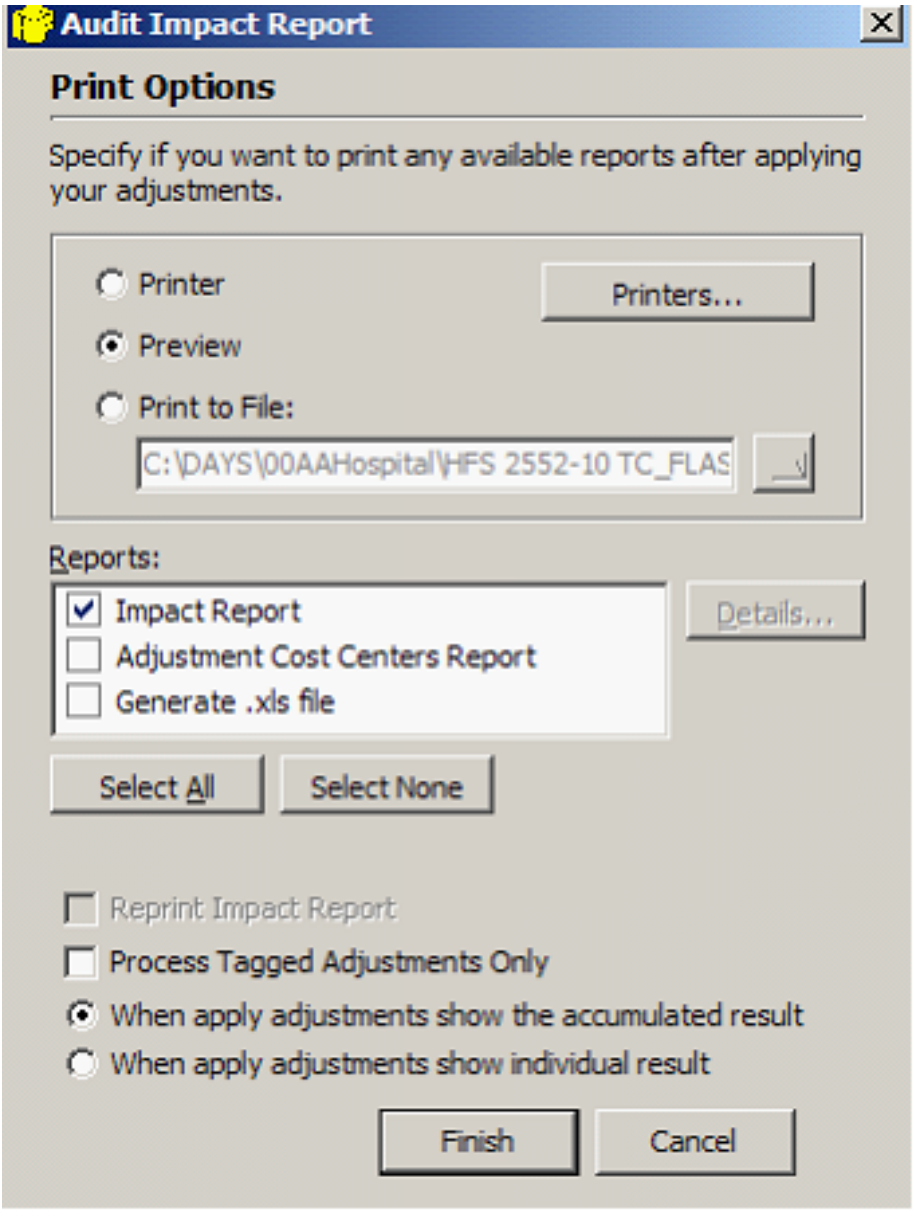

The last option in this dialog box allows you to select an Impact Report showing individual results or a cumulative result.

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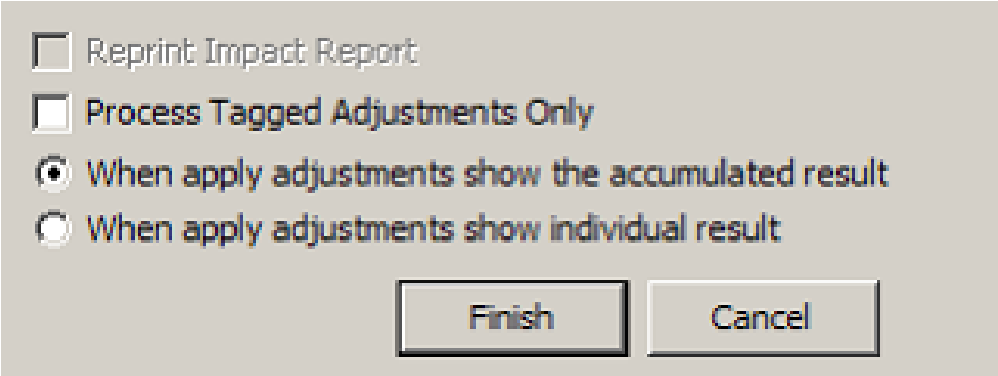

For example, for an Impact Report on a file that has 3 adjustments, the cumulative Impact Report will create a report that depicts the impact first for adjustment number 1, then the impact of adjustments 1 + 2, then the impact for adjustments 1 + 2 + 3.

An Individual Results Impact Report will produce a report showing the impact of only adjustment 1, then the impact of only adjustment number 2, and finally the impact of only adjustment 3.

You can "reprint" the Impact Report from the last time it was generated. This allows you to print the Impact Report without having to reapply the adjustments.

8.11 Same Cell Adjustments

Auditor can identify all adjustments to the same worksheet, line, and column (cell). To run this utility, select a line in the Detail Adjustment section. Then click the **Same Cell Adjustment** button. Notice how the screen below shows both audit adjustments that affect Worksheet A, line 6.00, column 2.00. The window shows you the amounts and the actions that have affected the cell. The New Value amount at the bottom of the window is updated as you enter data. Note that same cell adjustments are also referenced on the actual Audit Adjustment report.

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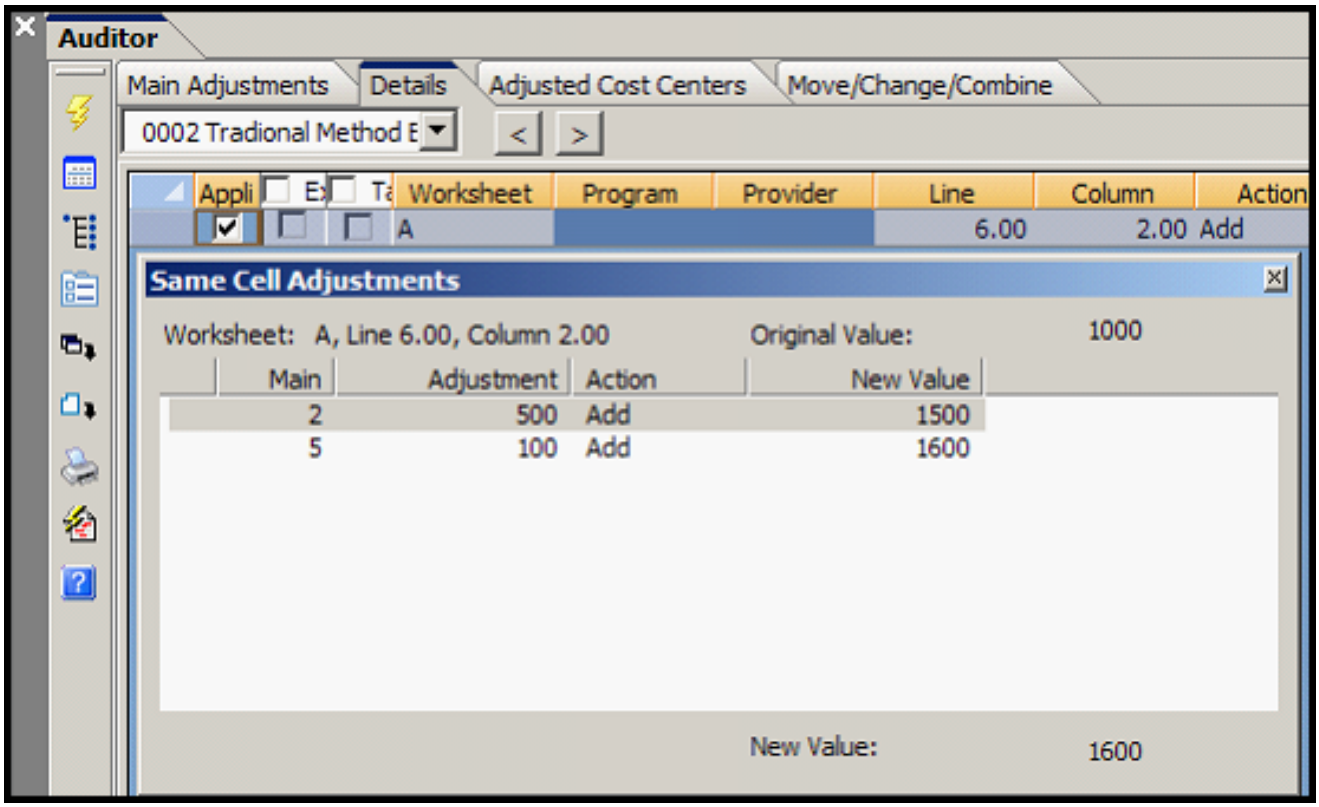

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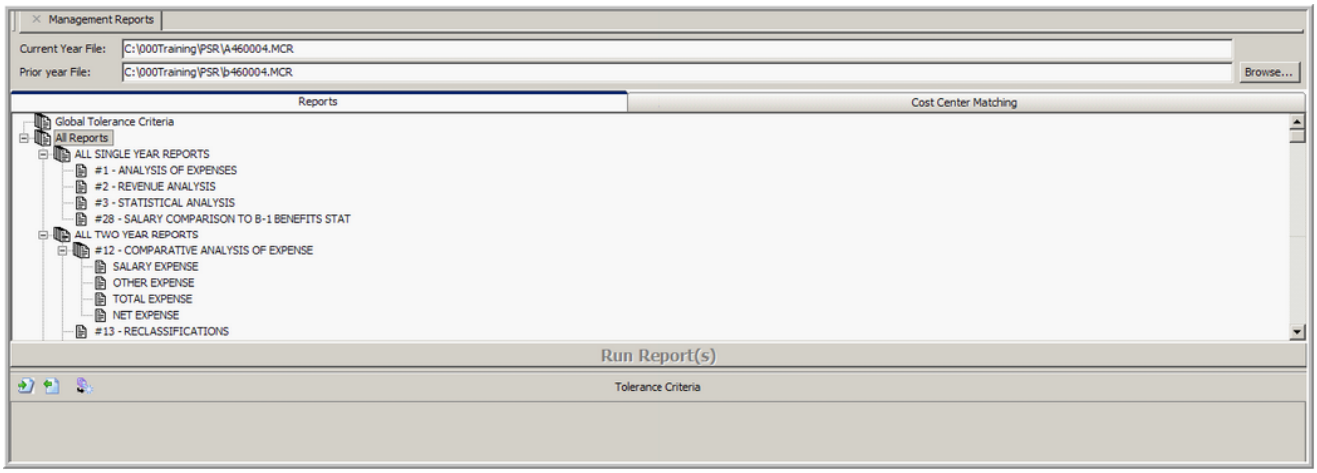
Management Reports

Providers and MACs use Management Reports. MACs usually refer to the reports as Uniform Desk Review (UDR) reports. Management Reports produces a wide variety of reports using data from one or two cost reports. Some reports are single year reports. Single year reports do not perform comparisons. Most management reports are comparison reports. These reports gather data from two cost reports and perform various analytical functions. The compared reports are referred to as the Current Year report and the Prior Year report. These names are for convenience only. The Prior Year report does not have to be older than the Current Year report. You can only compare cost reports of the same type, i.e. hospital to hospital. You cannot compare dissimilar reports, i.e. hospital to SNF. You can compare cost reports (.mcr or .mcrx) to adjusted cost reports (.mca or .mcax).

To use the Management Reports feature you must have a cost report open. To open Management Reports click on **Management Reports** on the **Tools** menu. If a cost report is not open, the Management Report feature is not available on the **Tools** menu. When you launch Management Reports you will see the Management Reports User Interface screen.



The cost report file(s) must be calculated. If the cost report files are not calculated when you start Management Reports, you will be prompted to calculate the report(s).

9.1 Current and Prior Year Files

At the top of the **User Interface** screen you will see the Current Year and Prior Year files identified. The Current Year file will always be the cost report file that was open when you started Management Reports. If a Prior Year file is not specified, click the **Browse** button and select the file you want to use. If the text that identifies the Prior Year file is red, the specified file doesn't exist.

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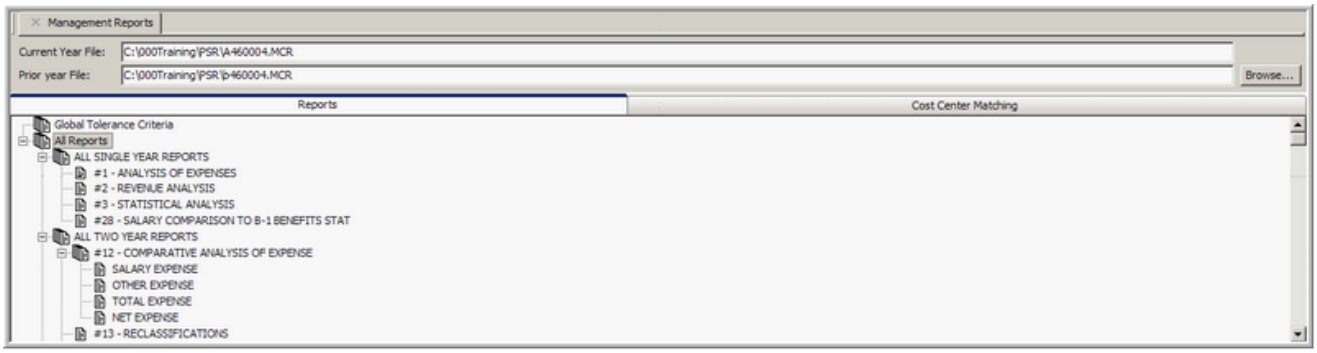
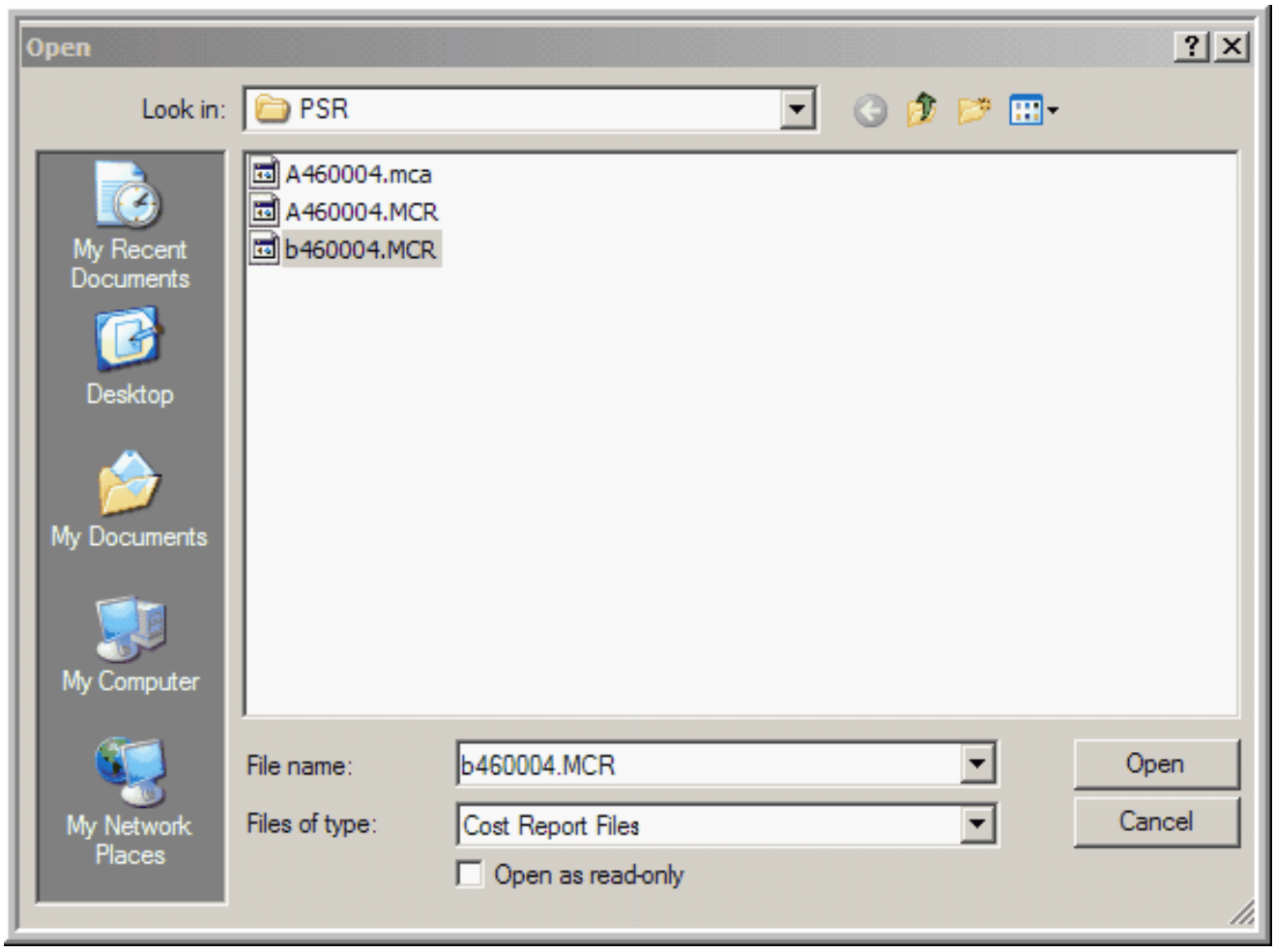


Before you do anything else, click **Browse** and select a valid Prior Year file.



The Prior Year file you select will also be the default for Wage Index and PDR. Likewise, if you select a Prior Year file in Wage Index or PDR, that file will, by default, be identified as the Prior Year file when you open Management Reports.

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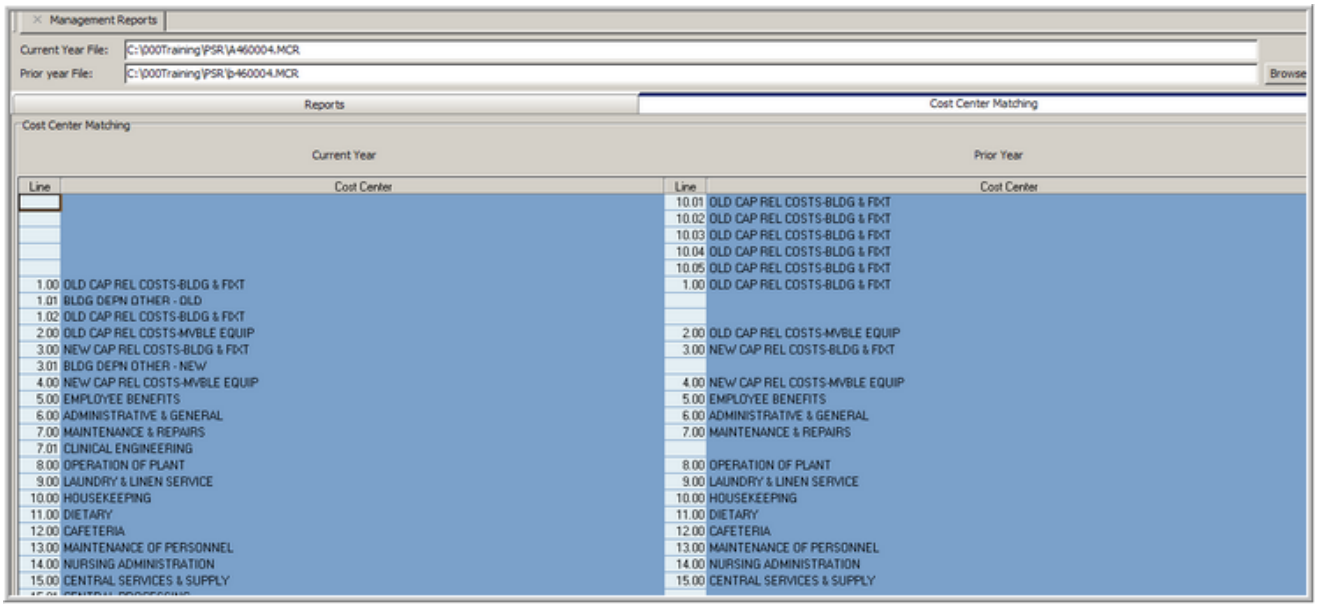
Note: When the cost report periods are not the same, the system makes appropriate adjustments to the comparison data. The software calculates the number of days in each cost report period and uses the resulting ratio to adjust the Prior Year cost report data. For example, if the Current Year file cost report period is six months and the Prior Year file cost report period is one year, the software will reduce the Prior Year data values by applying the ratio of days, which in this example will reduce the Prior Year data values by 50%. If the Prior Year file cost report period is six months, the inverse ratio is applied, and the Prior Year data values will be doubled. The Current Year file cost report data is never adjusted in this process. The adjustment ratio is only applied to the Prior Year file cost report data. The system will not perform the adjustment if the variance between the two cost report periods is six days or less.

9.2 Cost Center Matching

Many comparison reports require similar or matching Worksheet A cost centers in the Current Year and Prior Year files. Any cost centers that are not matched to a corresponding cost center in the other file will not be compared. All data in an unmatched cost center is excluded from comparisons. Therefore it is important to match all or almost all cost centers before you run reports. Click on the **Cost Center Matching** tab to match cost centers.


Management Reports
Current Year File: C:\000Training\PSR\A460004.MCR
Prior year File: C:\000Training\PSR\b460004.MCR
Browse
Reports
Cost Center Matching
Cost Center Matching
Current Year
Prior Year
Line
Cost Center
1.00 OLD CAP REL COSTS-BLDG & FIXT
1.01 BLDG DEPN OTHER - OLD
1.02 OLD CAP REL COSTS-BLDG & FIXT
2.00 OLD CAP REL COSTS-MVBLE EQUIP
3.00 NEW CAP REL COSTS-BLDG & FIXT
3.01 BLDG DEPN OTHER - NEW
4.00 NEW CAP REL COSTS-MVBLE EQUIP
5.00 EMPLOYEE BENEFITS
6.00 ADMINISTRATIVE & GENERAL
7.00 MAINTENANCE & REPAIRS
7.01 CLINICAL ENGINEERING
8.00 OPERATION OF PLANT
9.00 LAUNDRY & LINEN SERVICE
10.00 HOUSEKEEPING
11.00 DIETARY
12.00 CAFETERIA
13.00 MAINTENANCE OF PERSONNEL
14.00 NURSING ADMINISTRATION
15.00 CENTRAL SERVICES & SUPPLY
10.01 OLD CAP REL COSTS-BLDG & FIXT
10.02 OLD CAP REL COSTS-BLDG & FIXT
10.03 OLD CAP REL COSTS-BLDG & FIXT
10.04 OLD CAP REL COSTS-BLDG & FIXT
10.05 OLD CAP REL COSTS-BLDG & FIXT
1.00 OLD CAP REL COSTS-BLDG & FIXT
2.00 OLD CAP REL COSTS-MVBLE EQUIP
3.00 NEW CAP REL COSTS-BLDG & FIXT
4.00 NEW CAP REL COSTS-MVBLE EQUIP
5.00 EMPLOYEE BENEFITS
6.00 ADMINISTRATIVE & GENERAL
7.00 MAINTENANCE & REPAIRS
8.00 OPERATION OF PLANT
9.00 LAUNDRY & LINEN SERVICE
10.00 HOUSEKEEPING
11.00 DIETARY
12.00 CAFETERIA
13.00 MAINTENANCE OF PERSONNEL
14.00 NURSING ADMINISTRATION
15.00 CENTRAL SERVICES & SUPPLY

In the example above, the Prior Year file has subscripted cost centers that have no matching cost center in the Current Year file. You can usually match these unmatched cost centers by assigning an appropriate parent line number from the Current Year file (i.e. rolling up the subscripts to a total, for comparison to Current Year). If there is no matching cost center in the Current Year file you should leave the dissimilar cost centers unmatched and the cost centers will not be compared to any cost centers in the Current Year file.

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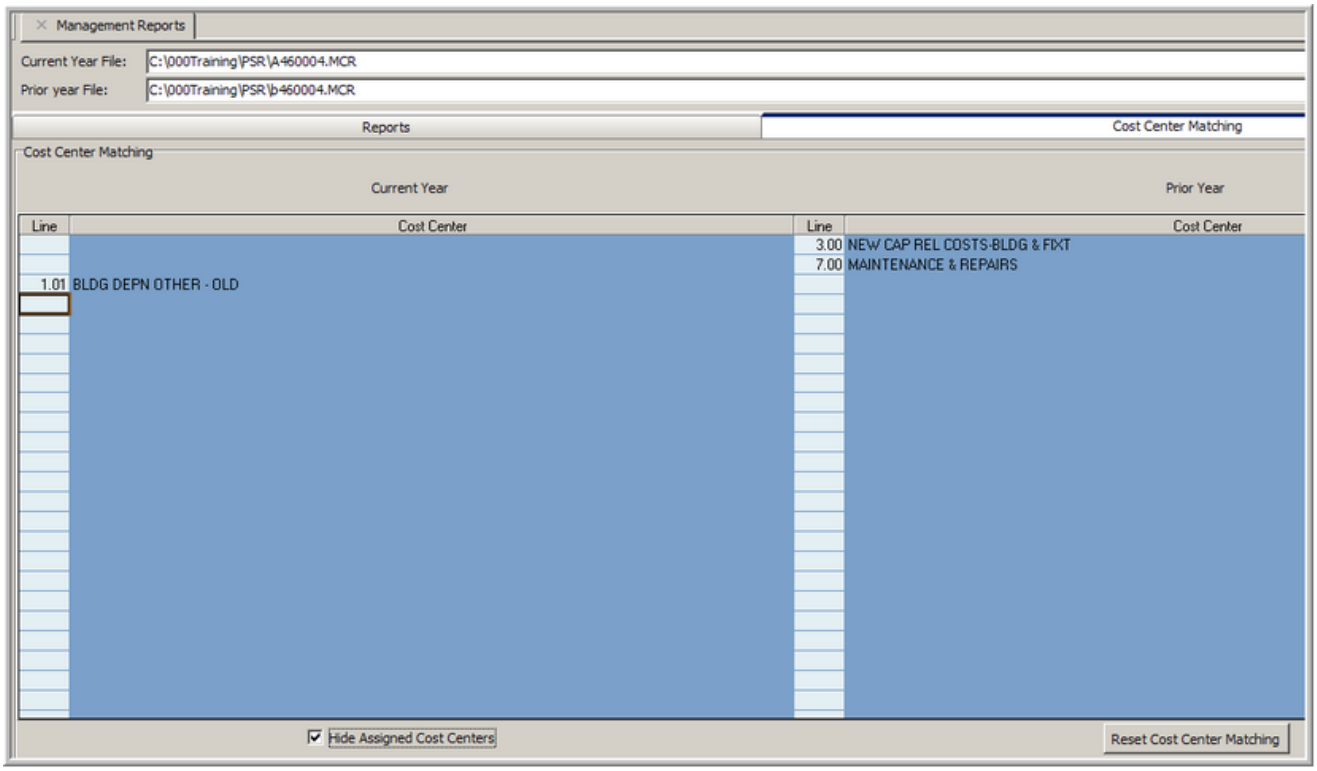
Note: If the Prior Year report had an unmatched cost center parent line that is not present in the Current Year, leave it blank. It will not be compared.

By checking the **Hide Assigned Cost Centers** checkbox at the bottom of the screen, only unmatched cost centers will be displayed. This makes it easy to verify if all cost centers are matched.



Click the **Reset Cost Center Matching** button to undo any changes you made on this screen during the current session and everything reverts back to its previous state. You can return to the Report View by clicking on the **Report** tab.

9.3 Cost Center Criteria

We recently added the ability to use cost center criteria in addition to tolerance criteria. Cost center criteria allow you to include or exclude certain cost centers from your comparisons, regardless of tolerance criteria. Click the **Cost Center Criteria** tab to setup criteria.

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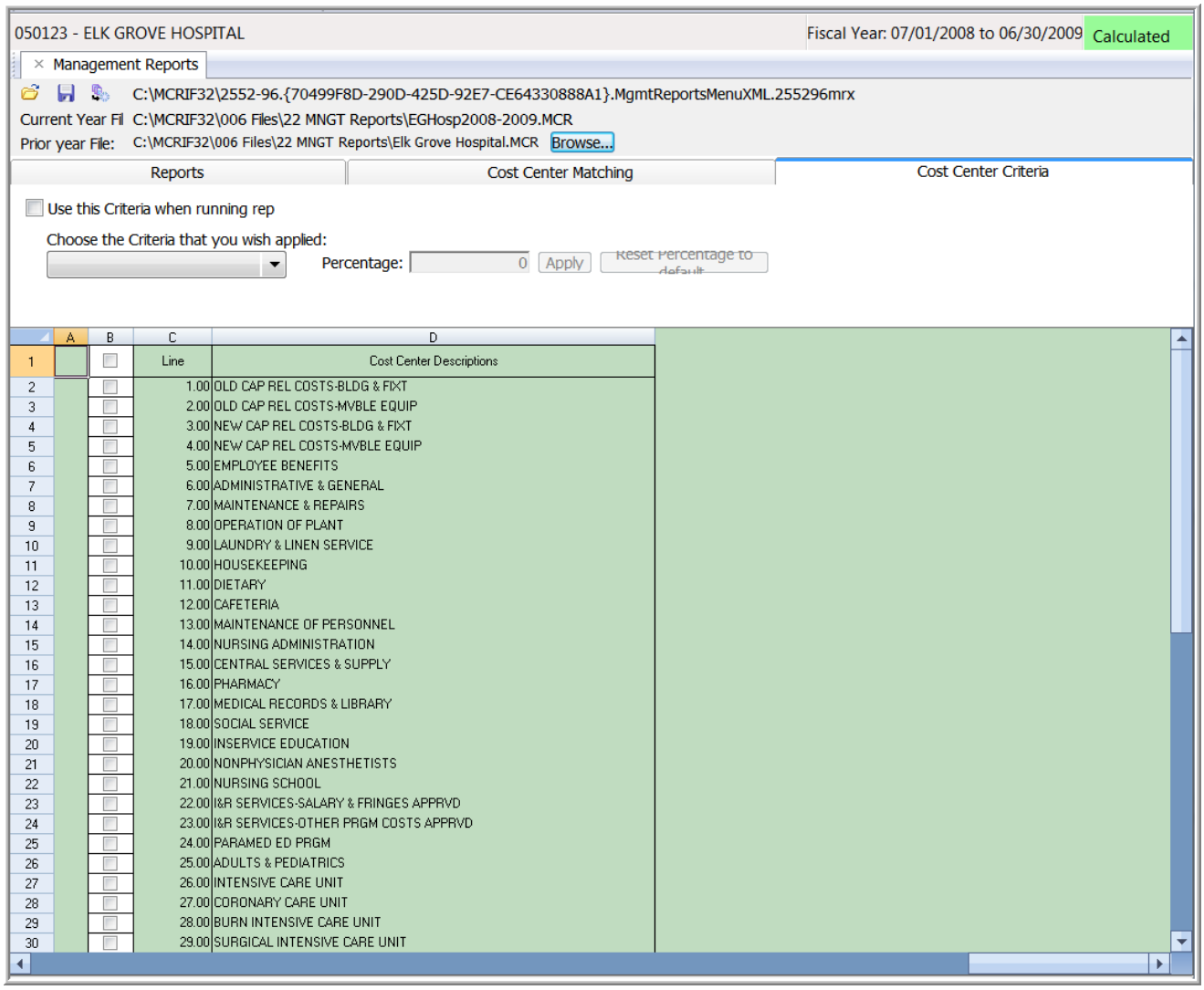

To enable criteria checking click the **Use this criteria when running reports** checkbox, or to disable criteria check, click to clear the **Use this criteria when running reports** checkbox. Select one of the two options to choose the criteria that you want to apply. The first option is to use the Worksheet B, Part I percent to total comparison. This option uses the data in Report 19 to evaluate whether a particular cost center should be excluded based on the cost center's comparison to the percentage you specify on this screen. This criteria only applies to reports 12, 13, 14, 15, 19, 44, 46 and 47. Next, enter the percentage to use as the criteria to evaluate whether or not cost centers will be included in Management Report comparisons, then click **Apply**. The software will evaluate whether any cost centers meet or exceed the 5% criteria. Cost centers which meet or exceed the criteria will be used in subsequent comparisons. You can see which cost centers met the criteria by scrolling down the list of cost centers. Those that met the criteria will be identified with a check mark in the box to the left of the cost center. The following example shows cost centers that met the specified 10% criteria.

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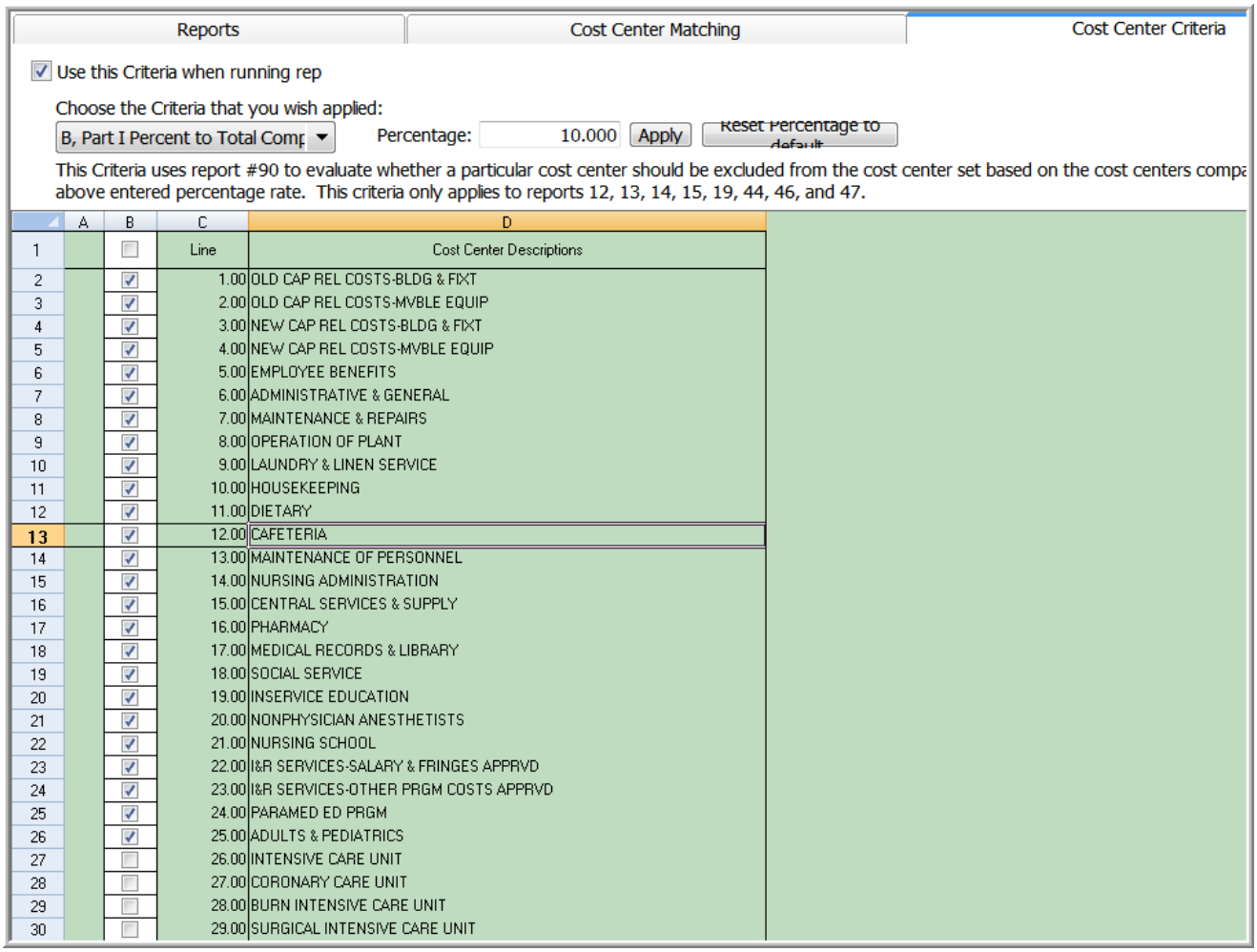
Reports
Cost Center Matching
Cost Center Criteria
Use this Criteria when running rep
Choose the Criteria that you wish applied:
B, Part I Percent to Total Comp
Percentage: 10.000
Apply
Reset Percentage to default
This Criteria uses report #90 to evaluate whether a particular cost center should be excluded from the cost center set based on the cost centers compa
above entered percentage rate. This criteria only applies to reports 12, 13, 14, 15, 19, 44, 46, and 47.

	Line	Cost Center Descriptions
2	1.00	OLD CAP REL COSTS-BLDG & FIXT
3	2.00	OLD CAP REL COSTS-MVBLE EQUIP
4	3.00	NEW CAP REL COSTS-BLDG & FIXT
5	4.00	NEW CAP REL COSTS-MVBLE EQUIP
6	5.00	EMPLOYEE BENEFITS
7	6.00	ADMINISTRATIVE & GENERAL
8	7.00	MAINTENANCE & REPAIRS
9	8.00	OPERATION OF PLANT
10	9.00	LAUNDRY & LINEN SERVICE
11	10.00	HOUSEKEEPING
12	11.00	DIETARY
13	12.00	CAFETERIA
14	13.00	MAINTENANCE OF PERSONNEL
15	14.00	NURSING ADMINISTRATION
16	15.00	CENTRAL SERVICES & SUPPLY
17	16.00	PHARMACY
18	17.00	MEDICAL RECORDS & LIBRARY
19	18.00	SOCIAL SERVICE
20	19.00	INSERVICE EDUCATION
21	20.00	NONPHYSICIAN ANESTHETISTS
22	21.00	NURSING SCHOOL
23	22.00	I&R SERVICES-SALARY & FRINGES APPRVD
24	23.00	I&R SERVICES-OTHER PRGM COSTS APPRVD
25	24.00	PARAMED ED PRGM
26	25.00	ADULTS & PEDIATRICS
27	26.00	INTENSIVE CARE UNIT
28	27.00	CORONARY CARE UNIT
29	28.00	BURN INTENSIVE CARE UNIT
30	29.00	SURGICAL INTENSIVE CARE UNIT

The second option for Cost Center Criteria is the Custom option. If you select **Custom**, you can pick and choose which cost centers will be used in comparisons by selecting one or more cost centers. Click the check boxes to select and deselect cost centers. No percentage or other criteria is applied when this option is selected.

9.4 Specifying Tolerance Criteria

Tolerance criteria must be entered before reports can created. If no tolerance criteria are specified when you run reports, you will not see any data in the reports. However, if you select the **Print Excluded Lines** option, you can run and print any report and all lines of data will be included. Tolerance criteria can be set for individual reports or globally to all reports. To set the tolerance criteria for a specific report, select a report by clicking on it. The tolerance criteria window for the selected report will appear. In the example below the “Other Expense" report is selected.

Note: Tolerance criteria do not apply to single year reports.

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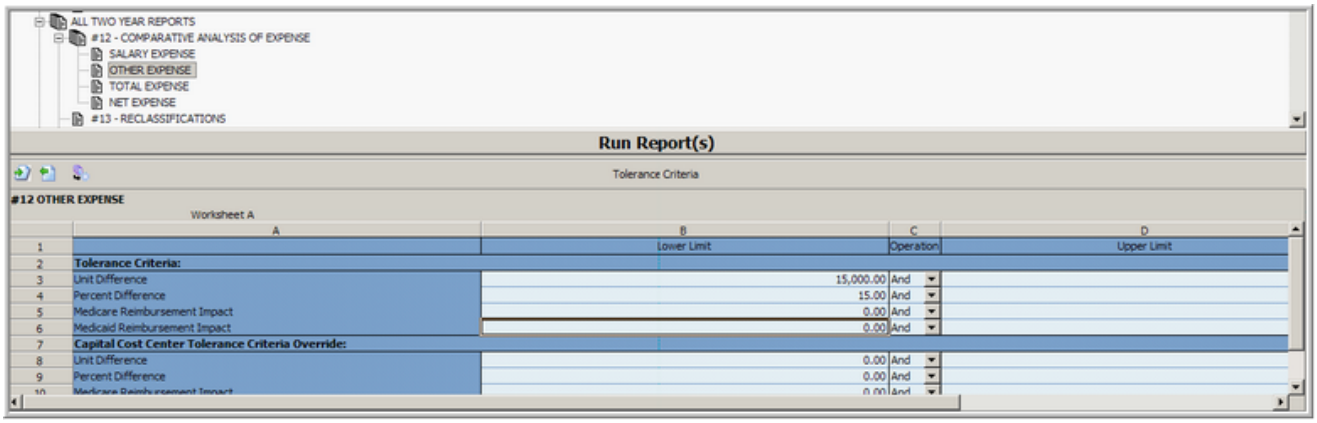

There are several types of tolerance criteria. The first is Unit Difference. The Unit Difference is the difference between Prior Year and Current Year amounts. The second type is Percent Difference. The third and least commonly used tolerance criteria is Difference of Percents. This type only applies to Worksheet B-1 Management reports. On the Management Report for Worksheet B-1, report 19, there is a column which computes the percent of the total allocation statistic for each line. For example, if one year a provider allocates equipment depreciation on square feet and then next year on dollar value, the comparison of the values could be very large. However, the change in the percents between the years is more indicative of the actual impact on the allocation. This percentage is the number used in the Difference of Percents criteria. In the example above this criteria does not appear as an option. The criteria will only appear as an option when a worksheet B-1 report is selected, or when you enter global tolerance criteria.

In this example the Other Expense Report compares the values in Worksheet A, column 2 from both reports. The tolerance criteria are Unit Difference of 15,000 and Percent Difference of 15%. The report will only print or flag lines that changed 15,000 or more and 15% or more. This evaluation is conjunctive because the **And** Operation is selected. The evaluation would be disjunctive if the **Or** Operation is selected.

The Upper Limit column is usually only used by MACs that audit both Medicare and Medicaid. If the MAC has already run the report for Medicare and is now running the reports for Medicaid, they do not need to print or flag those items that were already identified in the Medicare Management Reports. For example, if the tolerance criteria for Medicare was $15,000, and those reports were run previously. If the threshold for the Medicaid review was 7,500, you would enter 7,500 in the Lower Limit Column and 15,000 in the Upper Limit column. The reports would only include lines with a variance between $7,500 and $14,999. The result would not include lines already identified in the prior Medicare review.

You can specify completely separate Tolerance Criteria for Capital Cost Centers (Worksheet A, lines 1 through 4). This allows auditors to specify more restrictive Tolerance Criteria for Capital Cost Centers since capital costs were passed through in previous years.

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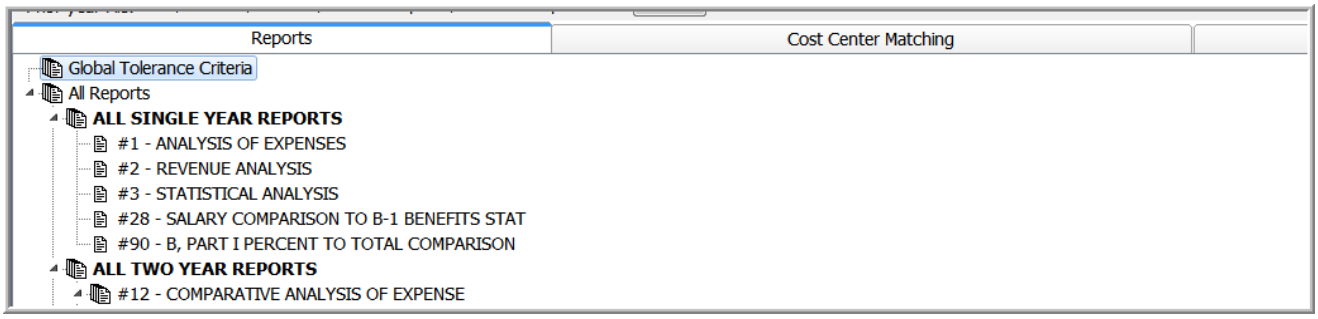
Reports
Cost Center Matching
Global Tolerance Criteria
All Reports
ALL SINGLE YEAR REPORTS
#1 - ANALYSIS OF EXPENSES
#2 - REVENUE ANALYSIS
#3 - STATISTICAL ANALYSIS
#28 - SALARY COMPARISON TO B-1 BENEFITS STAT
#90 - B, PART I PERCENT TO TOTAL COMPARISON
ALL TWO YEAR REPORTS
#12 - COMPARATIVE ANALYSIS OF EXPENSE

9.5 Global Tolerance Criteria

Entering Tolerance Criteria for each report can be time consuming because there are so many Management Reports. Tolerance Criteria can be applied to all reports using the Global Tolerance Criteria function. To create Global Tolerance Criteria click the **Global Tolerance Criteria** item in the **Report Tree** under the **Reports** tab. The Global Tolerance Criteria window will appear in the bottom half of the screen. Enter the desired criteria. When you click on a report or another area in the Management Reports window, the Global Tolerance Criteria are saved automatically. To apply the Global Tolerance Criteria to all Management Reports click the **Apply Global Tolerance Criteria** button , which is located in the upper left corner of the Management Reports window.

You can save tolerance criteria in a template for future use. Click the **Save-As** button , which is located in the upper left corner of the Management Reports window. In the **Save As** dialog box, enter a name for the template file, and click **Save**.

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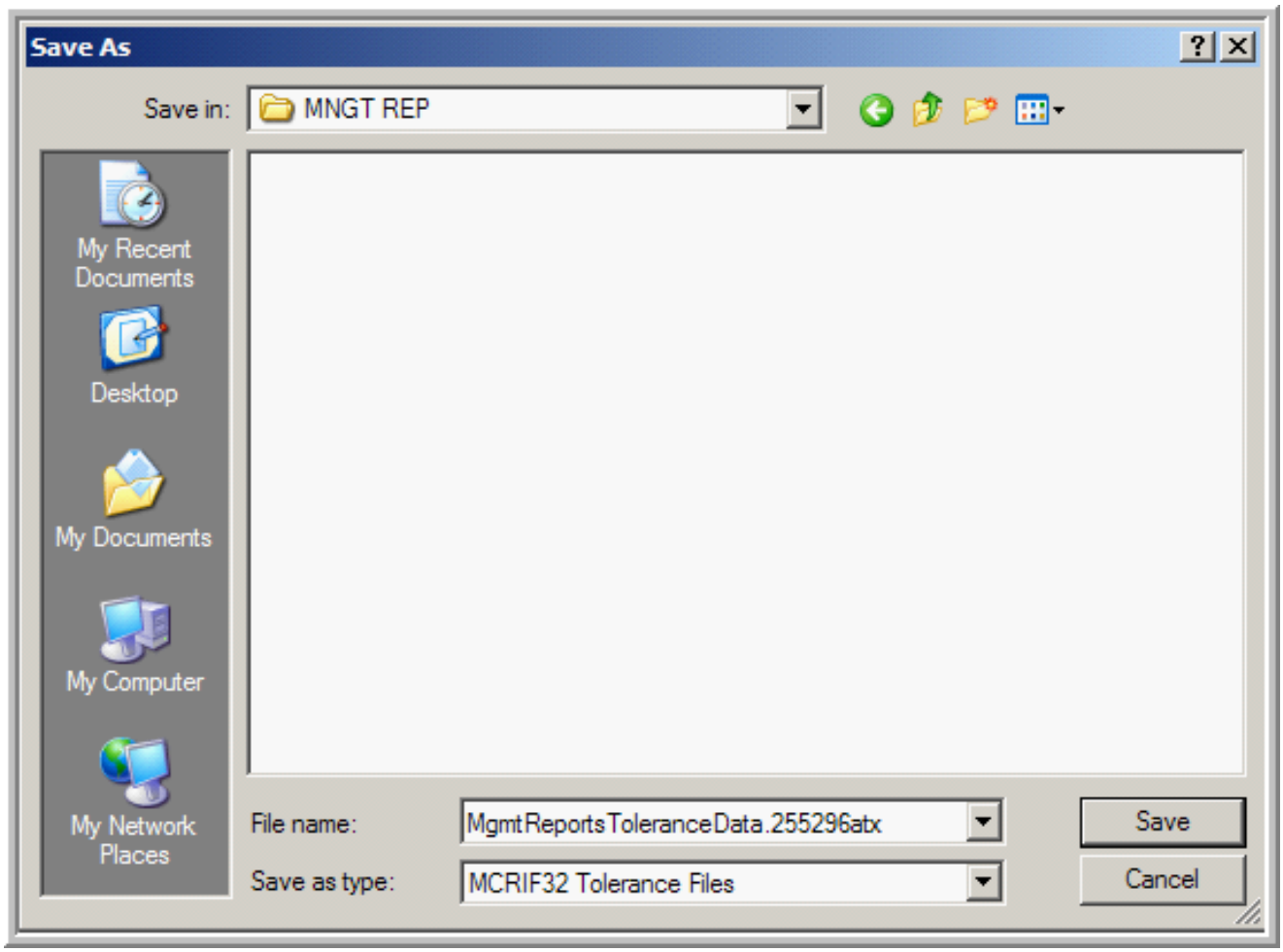

The filename extension for template files is system specific. In the example above, the extension is .255296atx, which is for hospital cost reports.

To open a template file click on **Open File** button, which is located upper left corner of the Management Reports window.

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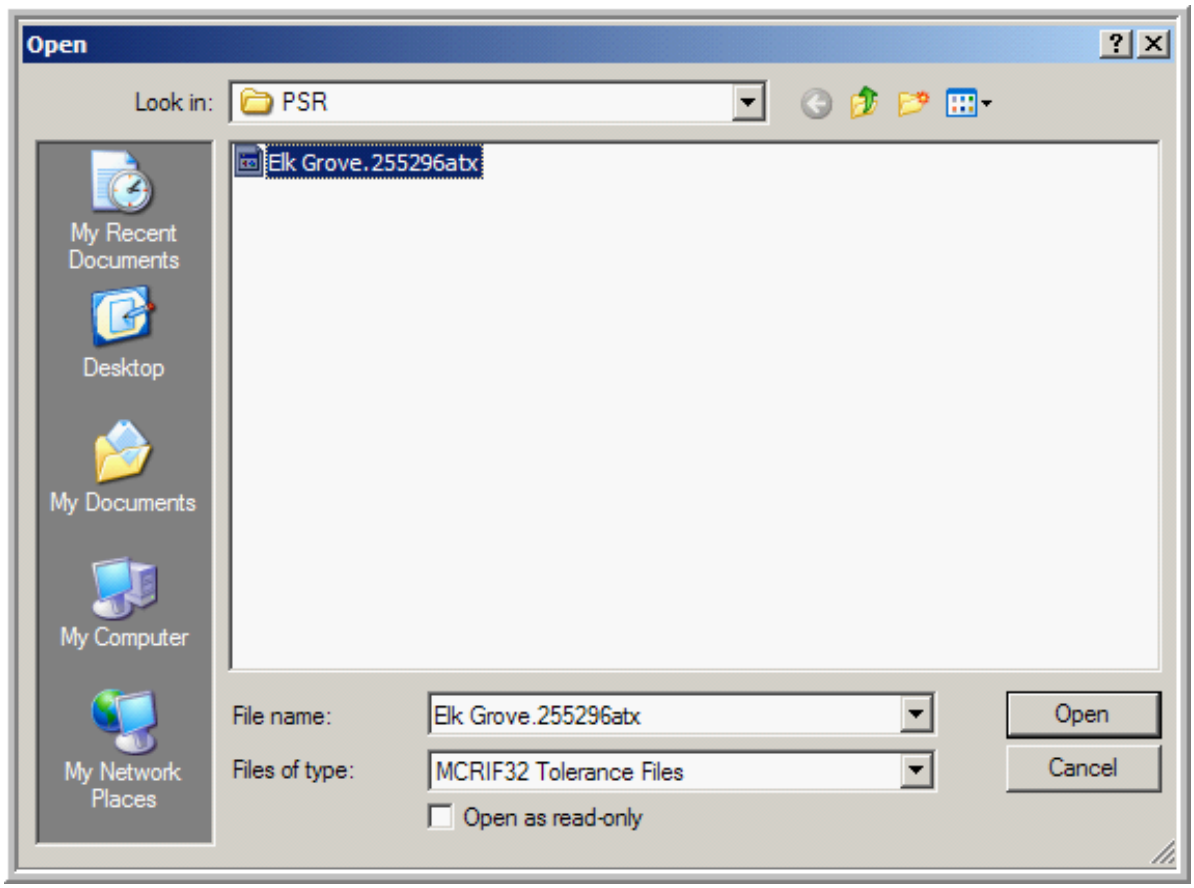

Select the template file and click **Open.** The Tolerance Criteria saved in the template file will be applied to the current Management Reports session.

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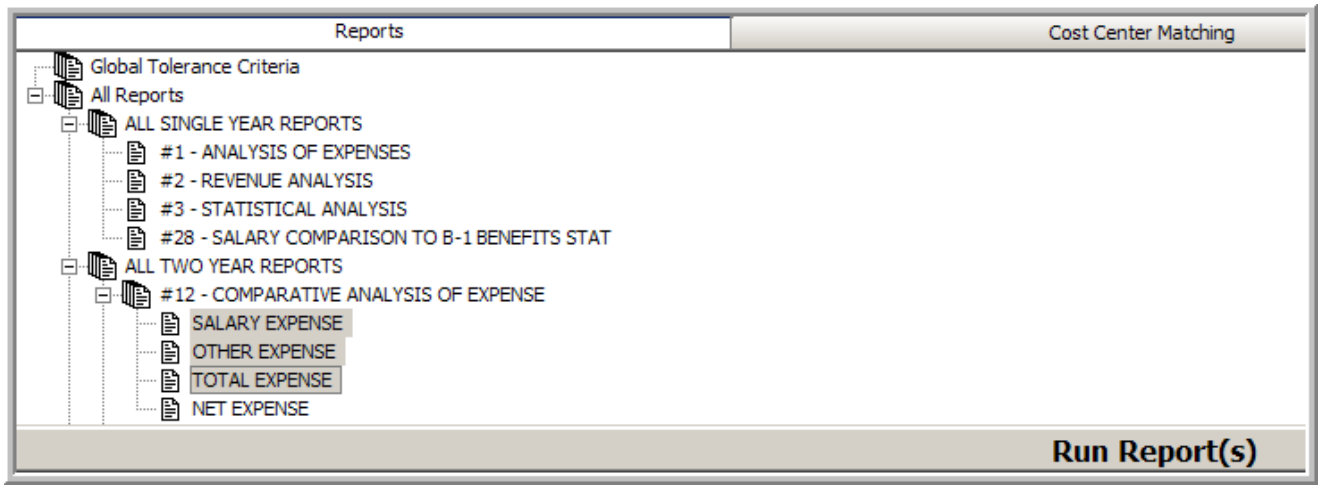
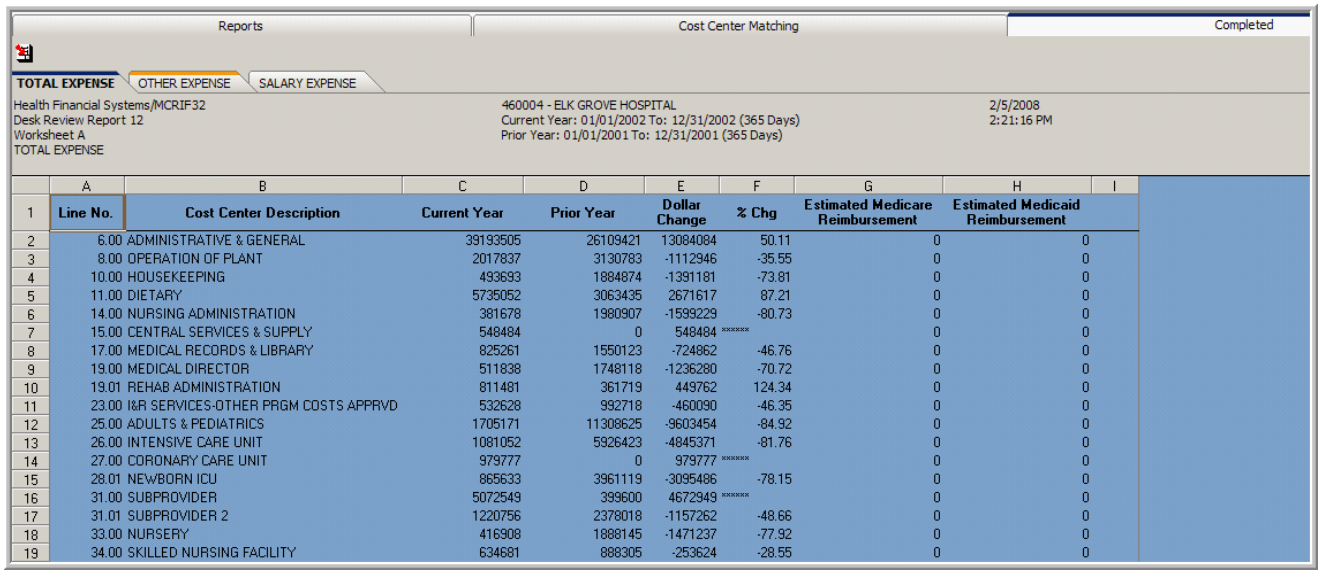
9.6 Running Reports

To create one or more reports you **"run"** the report(s). Highlight the report(s) you want to run by clicking on the report(s) in the **Reports** tab. You can select one report or multiple reports.



After you select the reports you want to create click **Run Report(s)**. The selected report(s) will be displayed.



Line No.	Cost Center Description	Current Year	Prior Year	Dollar Change	% Chg	Estimated Medicare Reimbursement	Estimated Medicaid Reimbursement
6.00	ADMINISTRATIVE & GENERAL	39193505	26109421	13084084	50.11	0	0
8.00	OPERATION OF PLANT	2017837	3130783	-1112946	-35.55	0	0
10.00	HOUSEKEEPING	493693	1884874	-1391181	-73.81	0	0
11.00	DIETARY	5735052	3063435	2671617	87.21	0	0
14.00	NURSING ADMINISTRATION	381678	1980907	-1599229	-80.73	0	0
15.00	CENTRAL SERVICES & SUPPLY	548484	0	548484	******	0	0
17.00	MEDICAL RECORDS & LIBRARY	825261	1550123	-724862	-46.76	0	0
19.00	MEDICAL DIRECTOR	511838	1748118	-1236280	-70.72	0	0
19.01	REHAB ADMINISTRATION	811481	361719	449762	124.34	0	0
23.00	I&R SERVICES-OTHER PRGM COSTS APPRVD	532628	992718	-460090	-46.35	0	0
25.00	ADULTS & PEDIATRICS	1705171	11308625	-9603454	-84.92	0	0
26.00	INTENSIVE CARE UNIT	1081052	5926423	-4845371	-81.76	0	0
27.00	CORONARY CARE UNIT	979777	0	979777	******	0	0
28.01	NEWBORN ICU	865633	3961119	-3095486	-78.15	0	0
31.00	SUBPROVIDER	5072549	399600	4672949	******	0	0
31.01	SUBPROVIDER 2	1220756	2378018	-1157262	-48.66	0	0
33.00	NURSERY	416908	1888145	-1471237	-77.92	0	0
34.00	SKILLED NURSING FACILITY	634681	888305	-253624	-28.55	0	0

In this example, three reports were run. Each report appears in a separate window. A tab on the top of each window contains the name of the report. Click on the report tab to view the corresponding report. You can switch back and forth between these reports by clicking on the various tabs.

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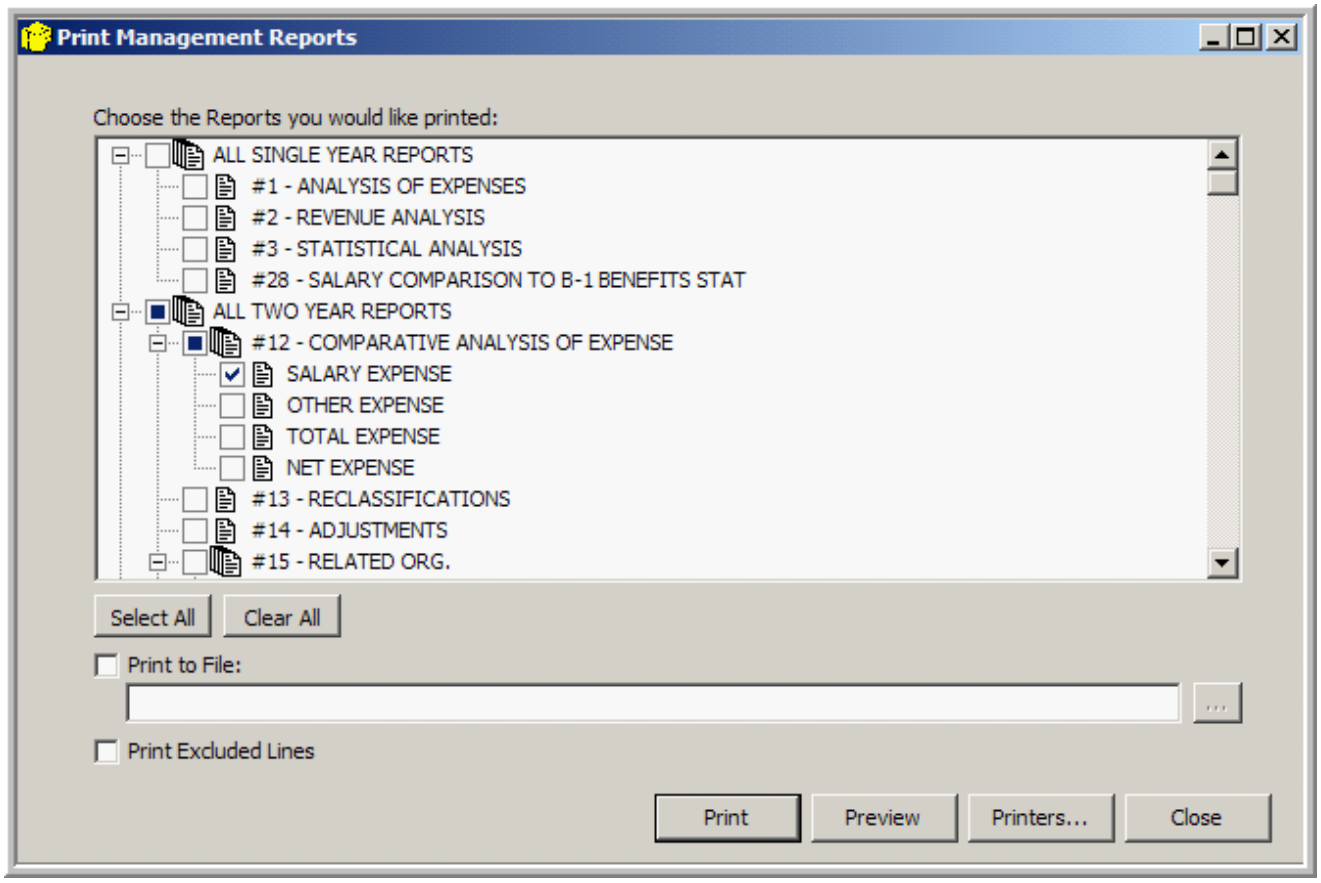
9.7 Printing Reports

While working in Management Reports you can print reports. On the **File** menu, select **Print.** Select the reports to print.



You select which reports to print by checking the appropriate box. In the example above the Salary Expense two-year report is selected for printing. Select **Print to File** to create text or PDF version of reports. Click **Preview** to view reports on your screen. Select **Print Excluded Lines** to include lines that did not meet or exceed your tolerance criteria. When this option is selected, lines that met or exceeded tolerance criteria are marked with an asterisk (*).

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Management Reports: Desk Review 12 CMS-2552-96
Date Prepared: 1/21/2008 10:23:02 AM Page 1
Data File: C:\000Training\PSR\A460004.MCR
Fiscal Year: 01/01/2001 To 12/31/2001
Provider Name: ELK GROVE HOSPITAL Health Financial Systems
Provider No: 460004 MCRIF32

Worksheet A
SALARY EXPENSE
Current Year Period: 01/01/2001 To 12/31/2001 Previous Year Period: 01/01/2001 To 12/31/2001
365 Days In Period 365 Days In Period

Cost Center Description	Current Year	Prior Year	Dollar Change	% Chg	Estimated Medicare Reimbursement
1.00 * OLD CAP REL COSTS-BLDG & FIXT	0	0	0	0	0
1.01 * BLDG DEPN OTHER - OLD	0	0	0	0	0
1.02 * OLD CAP REL COSTS-BLDG & FIXT	0	0	0	0	0
2.00 * OLD CAP REL COSTS-MVBLE EQUIP	0	0	0	0	0
3.00 * NEW CAP REL COSTS-BLDG & FIXT	0	0	0	0	0
3.01 * BLDG DEPN OTHER - NEW	0	0	0	0	0
4.00 * NEW CAP REL COSTS-MVBLE EQUIP	0	0	0	0	0
5.00 * EMPLOYEE BENEFITS	1,129,814	5,000,054	-3,870,240	-77.4	0
6.00 * ADMINISTRATIVE & GENERAL	8,128,028	15,451,615	-7,323,587	-47.4	0
7.00 * MAINTENANCE & REPAIRS	0	0	0	0	0
7.01 * CLINICAL ENGINEERING	354,518	0	354,518		0
8.00 * OPERATION OF PLANT	1,324,057	1,507,800	-183,743	-12.19	0
9.00 * LAUNDRY & LINEN SERVICE	63,142	454,180	-391,038	-86.1	0
10.00 * HOUSEKEEPING	1,391,232	95,840	1,295,392		0
11.00 * DIETARY	1,817,867	4,508,000	-2,690,133	-59.67	0
12.00 * CAFETERIA	0	0	0	0	0
13.00 * MAINTENANCE OF PERSONNEL	0	0	0	0	0
14.00 * NURSING ADMINISTRATION	1,643,673	65,609	1,578,064		0
15.00 * CENTRAL SERVICES & SUPPLY	0	0	0	0	0
15.01 * CENTRAL PROCESSING	0	0	0	0	0
16.00 * PHARMACY	0	0	0	0	0
17.00 * MEDICAL RECORDS & LIBRARY	1,209,310	650,062	559,248	86.03	0
18.00 * SOCIAL SERVICE	0	0	0	0	0
19.00 * MEDICAL DIRECTOR	1,314,059	66,936	1,247,123		0
19.01 * REHAB ADMINISTRATION	328,017	0	328,017		0
19.02 * PSYCH ADMINISTRATION	540,190	0	540,190		0
20.00 * NONPHYSICIAN ANESTHETISTS	0	0	0	0	0

From the Cost Center Matching window, click **Print Form** or **Print Preview** to create the Cost Center Matching Report.

9.8 User-Defined Groups

If you print the same reports periodically, you should set up a User Defined Group of reports. Scroll to the very end of the list of reports in the Reports window until you see the User Defined Groups item at the bottom of the reports list.

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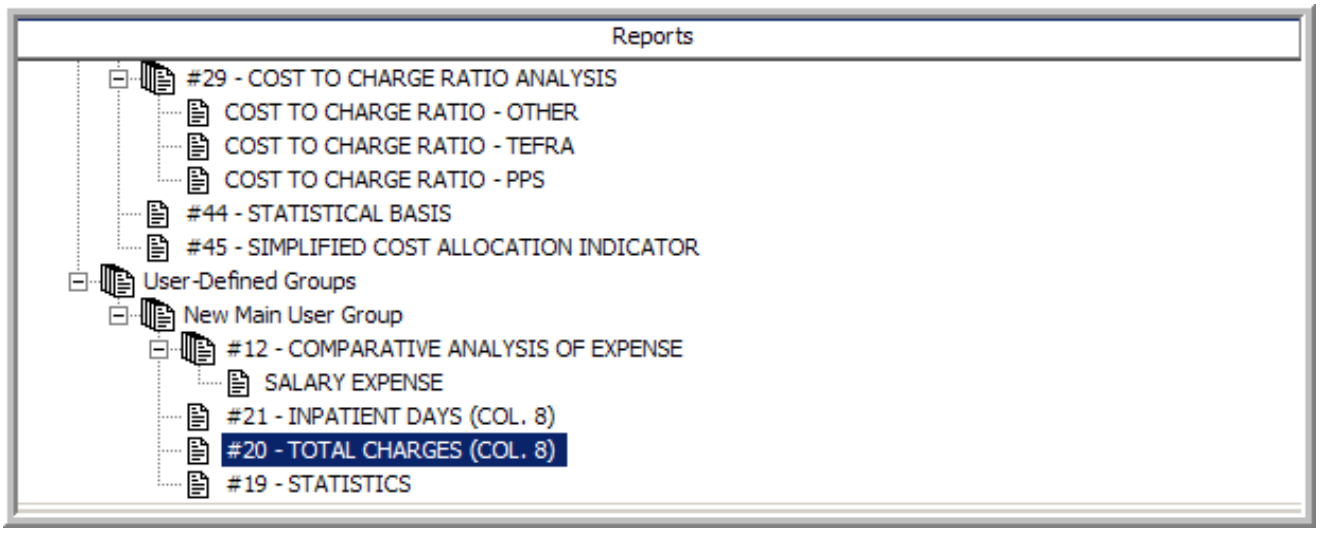
To create a User Defined Group of reports, right click **User Defined Groups** and select **Create New Group**. In the **Create Group** dialog box enter the name of the new User Defined Group, then click **OK**. The new User Defined Group will appear at the bottom of the list of reports. Drag and drop reports on to the new User Defined Group to add reports to the group. Click on the User Defined Group to view the list of reports within the group. The example below shows a user-defined group named "New Main User Group" that includes the Salary Expense, Inpatient Days, Total Charges, and Statistics reports. To remove reports from the group, right click on a report in the group and select **Remove Report/Group**.


Reports
#29 - COST TO CHARGE RATIO ANALYSIS
COST TO CHARGE RATIO - OTHER
COST TO CHARGE RATIO - TEFRA
COST TO CHARGE RATIO - PPS
#44 - STATISTICAL BASIS
#45 - SIMPLIFIED COST ALLOCATION INDICATOR
User-Defined Groups
New Main User Group
#12 - COMPARATIVE ANALYSIS OF EXPENSE
SALARY EXPENSE
#21 - INPATIENT DAYS (COL. 8)
#20 - TOTAL CHARGES (COL. 8)
#19 - STATISTICS

To change a group name, right-click on the group and select **Rename Group.** In the **Rename Group** dialog box, enter the new name for the group and click **OK**. Report names cannot be modified.

You can run all the reports in a User Defined Group by selecting the group and clicking **Run Report(s)**, **Print Form** or **Preview Form.** You can also print a group using the **Print** command on the **File** menu. The reports will be created using the tolerance criteria previously applied to and saved with the reports in the group.

User Defined Groups and tolerance criteria are saved in template files. You can re-use these report groups by simply loading the template file containing your report group(s).

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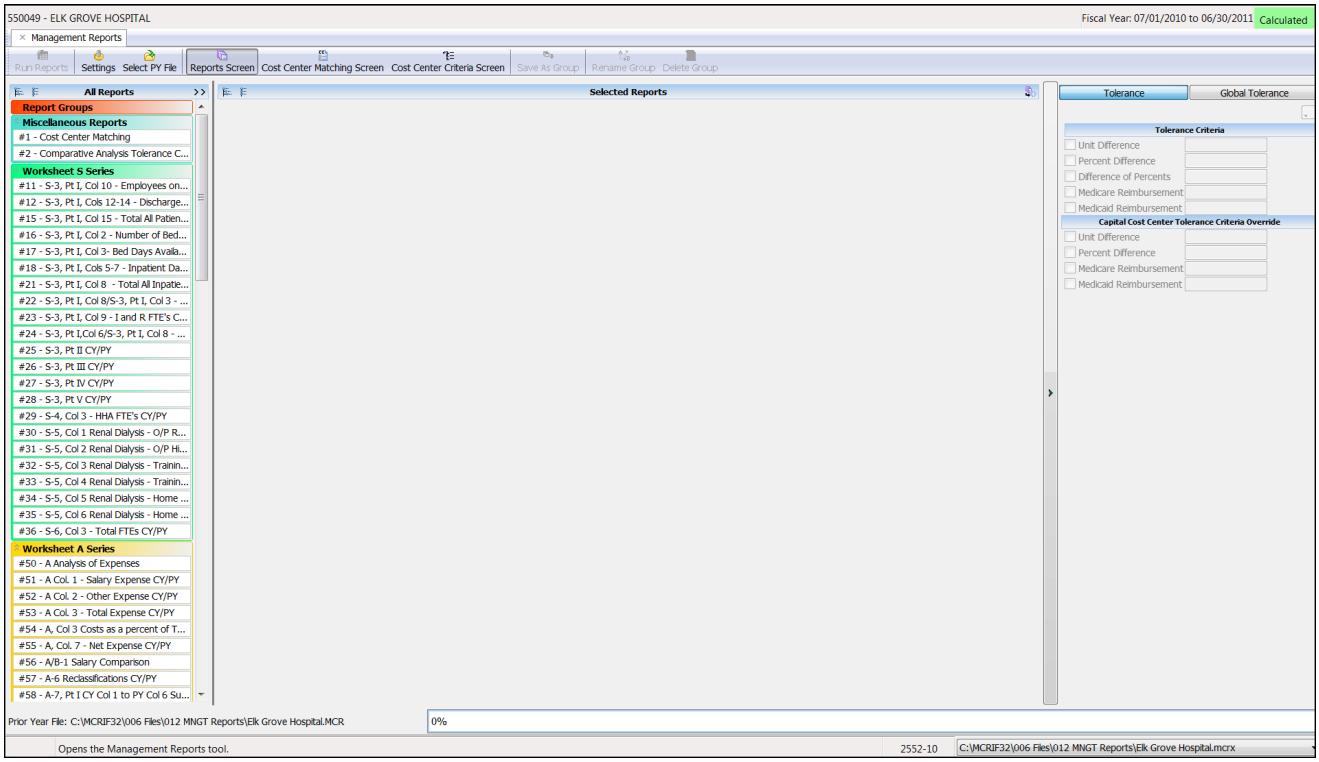
2552-10 Management Reports

The Management Reports feature is redesigned for the 2552-10 software. This chapter only applies to Management Reports in the Hospital 2552-10 software.

Providers and MACs/FI's both use Management Reports. MACs usually refer to the reports as Uniform Desk Review (UDR) reports. The Management Reports feature produces a wide variety of reports using data from one or two cost reports. Some reports are single year reports. Single year reports provide information from a single cost report. Single year reports do not perform comparisons. Most management reports are comparison reports. These reports gather data from two cost reports and perform various analytical functions. The reports that are compared are referred to as the Current Year report and the Prior Year report. These names are for convenience only. The Prior Year report does not have to be older than the Current Year report. You can only compare similar cost reports, i.e. hospital to hospital. You cannot compare dissimilar reports, i.e. hospital to SNF. You can compare cost reports (.mcr or .mcrx) to adjusted cost reports (.mca or .mcax).

To open Management Reports you must have a cost report open. If a cost report is not open, the Management Report option is not available on the **Tools** menu. To open Management Reports select **Management Reports** from the **Tools** menu. The Management Reports window will appear on your screen.


550049 - ELK GROVE HOSPITAL
Fiscal Year: 07/01/2010 to 06/30/2011
Calculated
Management Reports
Run Reports
Settings
Select PY File
Reports Screen
Cost Center Matching Screen
Cost Center Criteria Screen
Save As Group
Rename Group
Delete Group
All Reports
Report Groups
Miscellaneous Reports
#1 - Cost Center Matching
#2 - Comparative Analysis Tolerance C...
Worksheet S Series
#11 - S-3, Pt I, Col 10 - Employees on...
#12 - S-3, Pt I, Cols 12-14 - Discharge...
#15 - S-3, Pt I, Col 15 - Total All Patien...
#16 - S-3, Pt I, Col 2 - Number of Bed...
#17 - S-3, Pt I, Col 3- Bed Days Availa...
#18 - S-3, Pt I, Cols 5-7 - Inpatient Da...
#21 - S-3, Pt I, Col 8 - Total All Inpatie...
#22 - S-3, Pt I, Col 8/S-3, Pt I, Col 3 - ...
#23 - S-3, Pt I, Col 9 - I and R FTE's C...
#24 - S-3, Pt I,Col 6/S-3, Pt I, Col 8 - ...
#25 - S-3, Pt II CY/PY
#26 - S-3, Pt III CY/PY
#27 - S-3, Pt IV CY/PY
#28 - S-3, Pt V CY/PY
#29 - S-4, Col 3 - HHA FTE's CY/PY
#30 - S-5, Col 1 Renal Dialysis - O/P R...
#31 - S-5, Col 2 Renal Dialysis - O/P Hi...
#32 - S-5, Col 3 Renal Dialysis - Trainin...
#33 - S-5, Col 4 Renal Dialysis - Trainin...
#34 - S-5, Col 5 Renal Dialysis - Home ...
#35 - S-5, Col 6 Renal Dialysis - Home ...
#36 - S-6, Col 3 - Total FTEs CY/PY
Worksheet A Series
#50 - A Analysis of Expenses
#51 - A Col. 1 - Salary Expense CY/PY
#52 - A Col. 2 - Other Expense CY/PY
#53 - A Col. 3 - Total Expense CY/PY
#54 - A, Col 3 Costs as a percent of T...
#55 - A, Col. 7 - Net Expense CY/PY
#56 - A/B-1 Salary Comparison
#57 - A-6 Reclassifications CY/PY
#58 - A-7, Pt I CY Col 1 to PY Col 6 Su...
Selected Reports
Tolerance
Global Tolerance
Tolerance Criteria
Unit Difference
Percent Difference
Difference of Percents
Medicare Reimbursement
Medicaid Reimbursement
Capital Cost Center Tolerance Criteria Override
Unit Difference
Percent Difference
Medicare Reimbursement
Medicaid Reimbursement
Prior Year File: C:\MCRIF32\006 Files\012 MNGT Reports\Elk Grove Hospital.MCR
0%
Opens the Management Reports tool.
2552-10
C:\MCRIF32\006 Files\012 MNGT Reports\Elk Grove Hospital.mcrx

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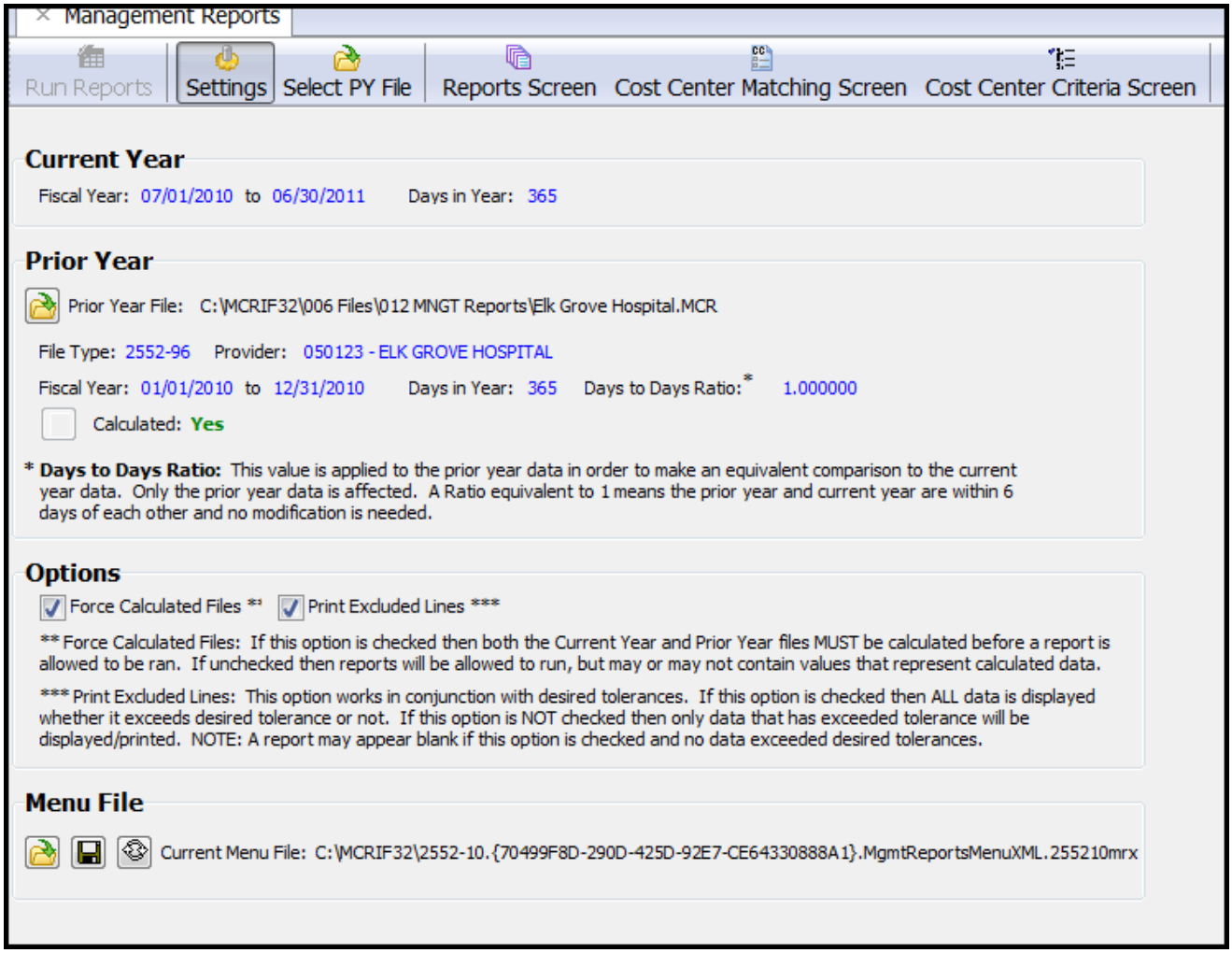
The cost report file(s) must be calculated. If one or both cost report files are not calculated when you start Management Reports the software will detect the problem and prompt you to calculate the report(s).

10.1 Specifying Prior Year & Current Year Files

Click **Settings** to see detailed information regarding the Current Year and Prior Year files. The Current Year file will always be the cost report file that was open when you started Management Reports. If the Prior Year file is not specified, click the **Browse** button or the **Select PY File** button and select the file you want to use. If the text that identifies the Prior Year file is red, the specified file was not found. Before you do anything else, you must click **Browse** and select a valid Prior Year file to use for comparison.


Management Reports
Run Reports
Settings
Select PY File
Reports Screen
Cost Center Matching Screen
Cost Center Criteria Screen
Current Year
Fiscal Year: 07/01/2010 to 06/30/2011 Days in Year: 365
Prior Year
Prior Year File: C:\MCRIF32\006 Files\012 MNGT Reports\Elk Grove Hospital.MCR
File Type: 2552-96 Provider: 050123 - ELK GROVE HOSPITAL
Fiscal Year: 01/01/2010 to 12/31/2010 Days in Year: 365 Days to Days Ratio:* 1.000000
Calculated: Yes
* Days to Days Ratio: This value is applied to the prior year data in order to make an equivalent comparison to the current year data. Only the prior year data is affected. A Ratio equivalent to 1 means the prior year and current year are within 6 days of each other and no modification is needed.
Options
Force Calculated Files **
Print Excluded Lines ***
** Force Calculated Files: If this option is checked then both the Current Year and Prior Year files MUST be calculated before a report is allowed to be ran. If unchecked then reports will be allowed to run, but may or may not contain values that represent calculated data.
*** Print Excluded Lines: This option works in conjunction with desired tolerances. If this option is checked then ALL data is displayed whether it exceeds desired tolerance or not. If this option is NOT checked then only data that has exceeded tolerance will be displayed/printed. NOTE: A report may appear blank if this option is checked and no data exceeded desired tolerances.
Menu File
Current Menu File: C:\MCRIF32\2552-10.{70499F8D-290D-425D-92E7-CE64330888A1}.MgmtReportsMenuXML.255210mrx

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The Prior Year file you select will also be the default for Wage Index and PDR. Likewise, if you select a Prior Year file in Wage Index or PDR, that file will, by default, be identified as the Prior Year file when you open Management Reports.

Note: When the cost report periods are not the same, the system makes appropriate adjustments to the comparison data. The software calculates the number of days in each cost report period and uses the resulting ratio to adjust the Prior Year cost report data. For example, if the Current Year file cost report period is six months and the Prior Year file cost report period is one year, the software will reduce the Prior Year data values by applying the ratio of days, which in this example will reduce the Prior Year data values by 50%. If the Prior Year file cost report period is six months, the inverse ratio is applied, and the Prior Year data values will be doubled. The Current Year file cost report data is never adjusted in this process. The adjustment ratio is only applied to the Prior Year file cost report data. The system will not perform the adjustment if the variance between the two cost report periods is six days or less.

10.2 Cost Center Matching

Many comparison reports require similar or matching Worksheet A cost centers in the Current Year and Prior Year files. Any cost centers that are not matched to a corresponding cost center in the other file will not be compared. All data in an unmatched cost center is excluded from comparisons. Therefore it is important to match all or almost all cost centers before you run reports. Open the Cost Center Matching screen by clicking the **Cost Center Matching Screen** button. The following screen appears.

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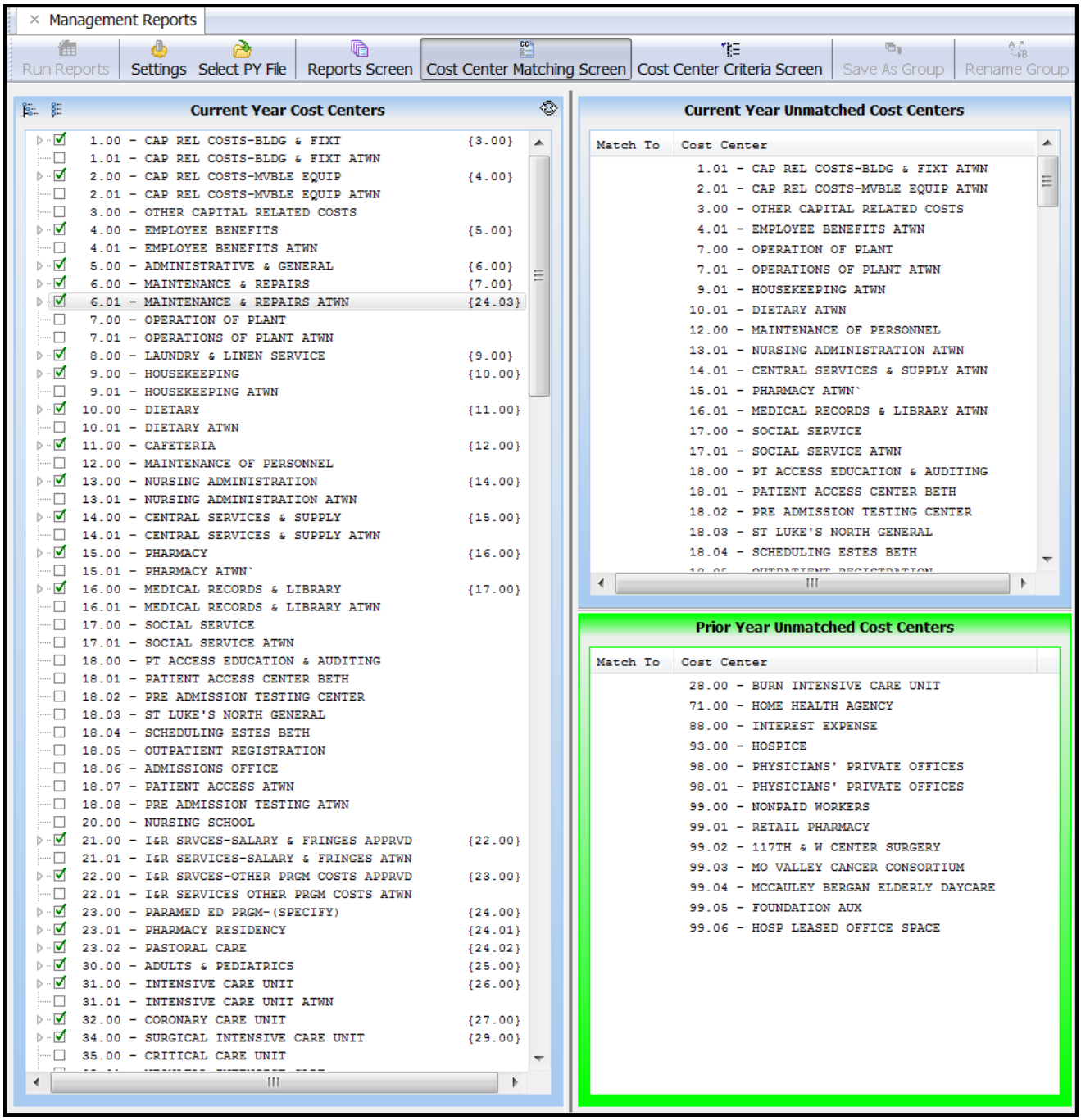
Management Reports
Run Reports
Settings
Select PY File
Reports Screen
Cost Center Matching Screen
Cost Center Criteria Screen
Save As Group
Rename Group
Current Year Cost Centers
1.00 - CAP REL COSTS-BLDG & FIXT {3.00}
1.01 - CAP REL COSTS-BLDG & FIXT ATWN
2.00 - CAP REL COSTS-MVBLE EQUIP {4.00}
2.01 - CAP REL COSTS-MVBLE EQUIP ATWN
3.00 - OTHER CAPITAL RELATED COSTS
4.00 - EMPLOYEE BENEFITS {5.00}
4.01 - EMPLOYEE BENEFITS ATWN
5.00 - ADMINISTRATIVE & GENERAL {6.00}
6.00 - MAINTENANCE & REPAIRS {7.00}
6.01 - MAINTENANCE & REPAIRS ATWN {24.03}
7.00 - OPERATION OF PLANT
7.01 - OPERATIONS OF PLANT ATWN
8.00 - LAUNDRY & LINEN SERVICE {9.00}
9.00 - HOUSEKEEPING {10.00}
9.01 - HOUSEKEEPING ATWN
10.00 - DIETARY {11.00}
10.01 - DIETARY ATWN
11.00 - CAFETERIA {12.00}
12.00 - MAINTENANCE OF PERSONNEL
13.00 - NURSING ADMINISTRATION {14.00}
13.01 - NURSING ADMINISTRATION ATWN
14.00 - CENTRAL SERVICES & SUPPLY {15.00}
14.01 - CENTRAL SERVICES & SUPPLY ATWN
15.00 - PHARMACY {16.00}
15.01 - PHARMACY ATWN`
16.00 - MEDICAL RECORDS & LIBRARY {17.00}
16.01 - MEDICAL RECORDS & LIBRARY ATWN
17.00 - SOCIAL SERVICE
17.01 - SOCIAL SERVICE ATWN
18.00 - PT ACCESS EDUCATION & AUDITING
18.01 - PATIENT ACCESS CENTER BETH
18.02 - PRE ADMISSION TESTING CENTER
18.03 - ST LUKE'S NORTH GENERAL
18.04 - SCHEDULING ESTES BETH
18.05 - OUTPATIENT REGISTRATION
18.06 - ADMISSIONS OFFICE
18.07 - PATIENT ACCESS ATWN
18.08 - PRE ADMISSION TESTING ATWN
20.00 - NURSING SCHOOL
21.00 - I&R SRVCES-SALARY & FRINGES APPRVD {22.00}
21.01 - I&R SERVICES-SALARY & FRINGES ATWN
22.00 - I&R SRVCES-OTHER PRGM COSTS APPRVD {23.00}
22.01 - I&R SERVICES OTHER PRGM COSTS ATWN
23.00 - PARAMED ED PRGM-(SPECIFY) {24.00}
23.01 - PHARMACY RESIDENCY {24.01}
23.02 - PASTORAL CARE {24.02}
30.00 - ADULTS & PEDIATRICS {25.00}
31.00 - INTENSIVE CARE UNIT {26.00}
31.01 - INTENSIVE CARE UNIT ATWN
32.00 - CORONARY CARE UNIT {27.00}
34.00 - SURGICAL INTENSIVE CARE UNIT {29.00}
35.00 - CRITICAL CARE UNIT
Current Year Unmatched Cost Centers
Match To
Cost Center
1.01 - CAP REL COSTS-BLDG & FIXT ATWN
2.01 - CAP REL COSTS-MVBLE EQUIP ATWN
3.00 - OTHER CAPITAL RELATED COSTS
4.01 - EMPLOYEE BENEFITS ATWN
7.00 - OPERATION OF PLANT
7.01 - OPERATIONS OF PLANT ATWN
9.01 - HOUSEKEEPING ATWN
10.01 - DIETARY ATWN
12.00 - MAINTENANCE OF PERSONNEL
13.01 - NURSING ADMINISTRATION ATWN
14.01 - CENTRAL SERVICES & SUPPLY ATWN
15.01 - PHARMACY ATWN`
16.01 - MEDICAL RECORDS & LIBRARY ATWN
17.00 - SOCIAL SERVICE
17.01 - SOCIAL SERVICE ATWN
18.00 - PT ACCESS EDUCATION & AUDITING
18.01 - PATIENT ACCESS CENTER BETH
18.02 - PRE ADMISSION TESTING CENTER
18.03 - ST LUKE'S NORTH GENERAL
18.04 - SCHEDULING ESTES BETH
Prior Year Unmatched Cost Centers
Match To
Cost Center
28.00 - BURN INTENSIVE CARE UNIT
71.00 - HOME HEALTH AGENCY
88.00 - INTEREST EXPENSE
93.00 - HOSPICE
98.00 - PHYSICIANS' PRIVATE OFFICES
98.01 - PHYSICIANS' PRIVATE OFFICES
99.00 - NONPAID WORKERS
99.01 - RETAIL PHARMACY
99.02 - 117TH & W CENTER SURGERY
99.03 - MO VALLEY CANCER CONSORTIUM
99.04 - MCCAULEY BERGAN ELDERLY DAYCARE
99.05 - FOUNDATION AUX
99.06 - HOSP LEASED OFFICE SPACE

In the example above, the Current Year file has subscripted cost centers that have no matching cost center in the Prior Year file. You can usually match these unmatched cost centers by assigning an appropriate parent line number from the Current Year file. If there is no matching cost center in the Current Year file you should leave the dissimilar cost centers unmatched and the cost centers will not be compared to any cost centers in the Current Year file. To assign an unmatched Prior Year cost center to an unmatched Current Year cost center, click on the Prior Year cost center and drag and drop it on the Current Year cost center.

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Note: If the Prior Year report had an unmatched cost center parent line that is not present in the Current Year, leave it blank. It will not be used in comparisons.

In addition, clicking on the **Reset Cost Center Matching** button, located in the upper right corner of the Current Year cost center window, reverses any changes you made to the cost centers and everything reverts back to its original state. You can return to the Report view by clicking on the **Report** tab.

10.3 Cost Center Criteria

We recently added the ability to use cost center criteria in addition to tolerance criteria. Cost center criteria allow you to include or exclude certain cost centers from your comparisons, regardless of tolerance criteria. Click the **Cost Center Criteria** button to view this feature. To enable cost center matching, select **Use this criteria when running reports**.

Then you select one of the two options available to choose the criteria you want to apply. The first option is to use the Worksheet B, Part I percent to total comparison. This option uses the data in Report 19 to evaluate whether a particular cost center should be excluded based on the cost center's comparison to the percentage you specify on this screen. This criteria only applies to reports 12, 13, 14, 15, 19, 44, 46 and 47. Next, enter the percentage to be used as your criteria to evaluate whether or not cost centers will be included in Management Reports comparisons. After you enter the criteria, click **Apply**. When the criteria is applied, the software checks to see if any of the cost centers meet or exceed the criteria. Those cost centers which meet or exceed the criteria will be used in subsequent management report comparisons. You can see which cost centers met the criteria by scrolling down the list of all cost centers. Cost Center lines that met the criteria are indicated by a check mark.

The second option for cost center criteria is the Custom option. If you select **Custom**, you can pick and choose which cost centers will be used in comparisons by selecting one or more cost centers by checking one or more check boxes. No percentage or other criteria is applied when this option is used.

10.4 Specifying Tolerance Criteria

Tolerance criteria must be entered before reports are run or printed. If no tolerance criteria are specified and you run or print reports you will not see any data on the reports you run or print. However, if you select the option to "Print Excluded Lines", you can run and print any report and all lines of data will be included.

Tolerance criteria can be set for individual reports or globally. To set the tolerance criteria for a specific report, select a report by clicking on it. The tolerance criteria window for the selected report will appear. In the example below the “Other Expense" is selected.

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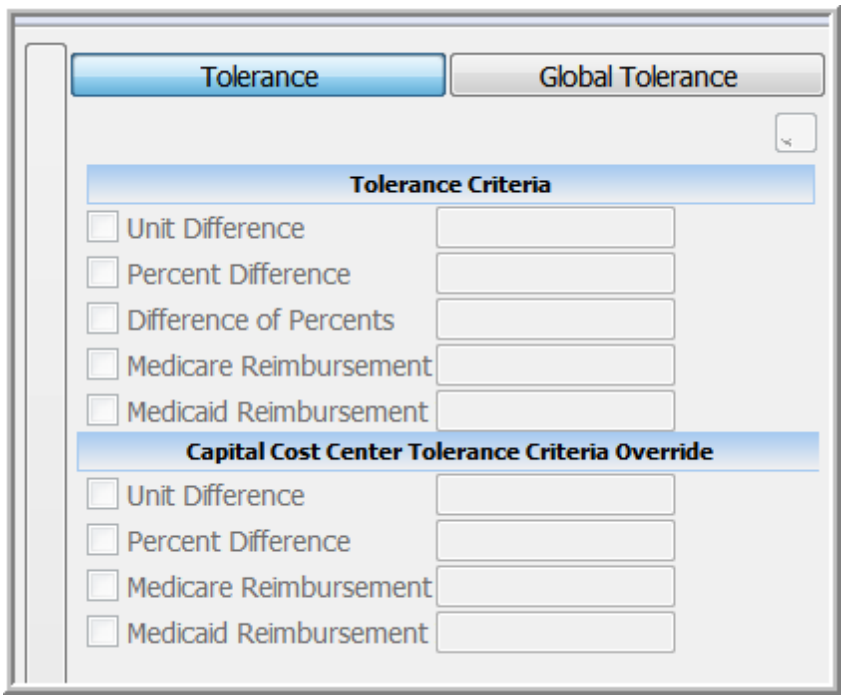
Note: Tolerance criteria do not apply to single year reports. Tolerance criteria may be set globally or for individual reports. You cannot set tolerance criteria for a group or category of reports. You can use Global Tolerance Criteria to set Tolerance Criteria for groups of reports.



There are several types of tolerance criteria. The first is Unit Difference. The Unit Difference is the difference between last year's and current year's amounts. If the Unit Difference tolerance criteria is 15,000, any line that changed more than 15,000 will be printed or flagged.

The next type of tolerance criteria is Percent Difference. If the criteria is 15%, only those lines that have changed 15% or more will be printed or flagged.

The third and least commonly used tolerance criteria is Difference of Percents. This type only applies to Worksheet B-1 Management reports. On the Management Report for Worksheet B-1, report 85, there is a column which computes the percent of the total allocation statistic for each line. For example, if one year a provider allocates equipment depreciation on square feet and then next year on dollar value, the comparison of the values could be very large. However, the change in the percents between the years is more indicative of the actual impact on the allocation. This percentage is the number used in the Difference of Percents criteria. In the example above this criteria is available because report 85 is the selected report. The criteria will only appear as an option when a worksheet B-1 report is selected, or when you enter global tolerance criteria.

If you specify multiple criteria, you have the option of evaluating the criteria conjunctively (AND) or disjunctively (OR).

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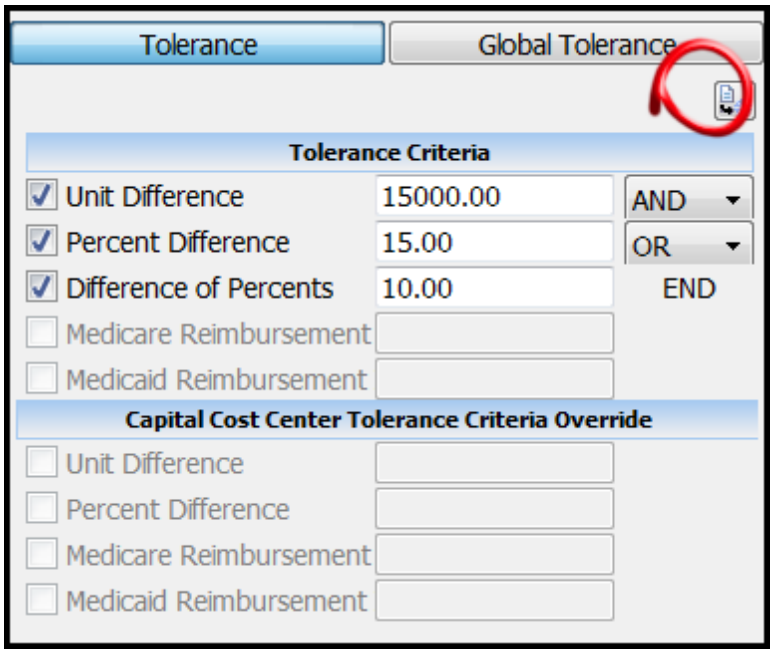

Notice that you can have a completely separate Tolerance Criteria for Capital Cost Centers (Worksheet A, lines 1 through 3). This allows you to specify a more restrictive Tolerance Criteria for Capital Cost Centers since capital costs have been passed through in previous years. To clear all tolerance from all reports or selected reports, click the button in the upper right corner. (See red circle.)

10.5 Global Tolerance Criteria

Entering Tolerance Criteria for each report can be very time consuming because there are so many reports. To apply Tolerance Criteria globally to all reports, or a selected group of reports, use Global Tolerance Criteria. To use this option, click on the **Global Tolerance Criteria** tab.

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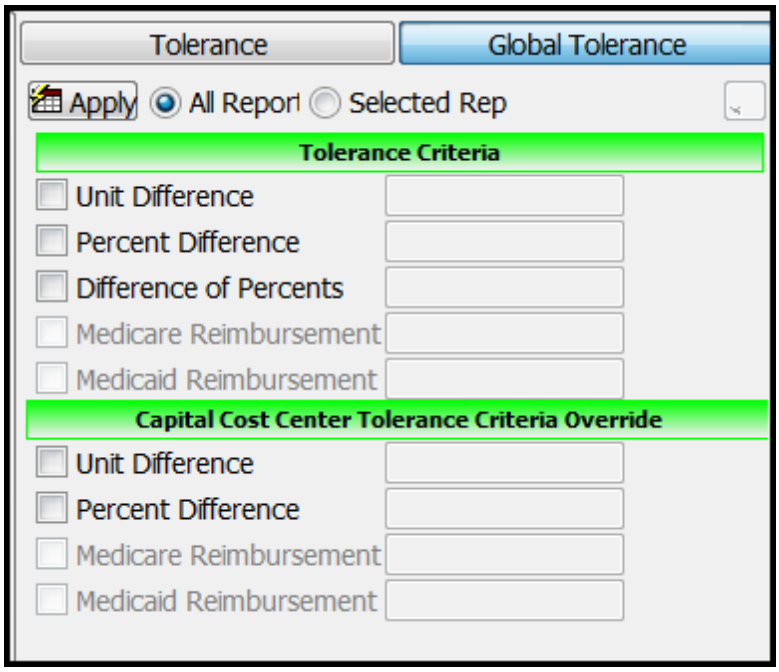

Enter the desired Tolerance Criteria. When finished, select **All Reports** or **Selected Reports**. To apply the Global Tolerance Criteria click **Apply.**

Once the Tolerance Criteria have been set-up and applied, you can save them as a template for future use. Click **Settings**. At the bottom of the Settings screen, under the heading **Menu File**, click the **Save** button to save all your criteria in a menu file. The extension used for the file is system specific. For the Hospital 2552-10 form set, the extension is ".255210mrx". You can also load previously saved menu files by clicking the **Open File** button under the Menu File heading. Select the menu file and click **Open** and the Tolerance Criteria will be applied.

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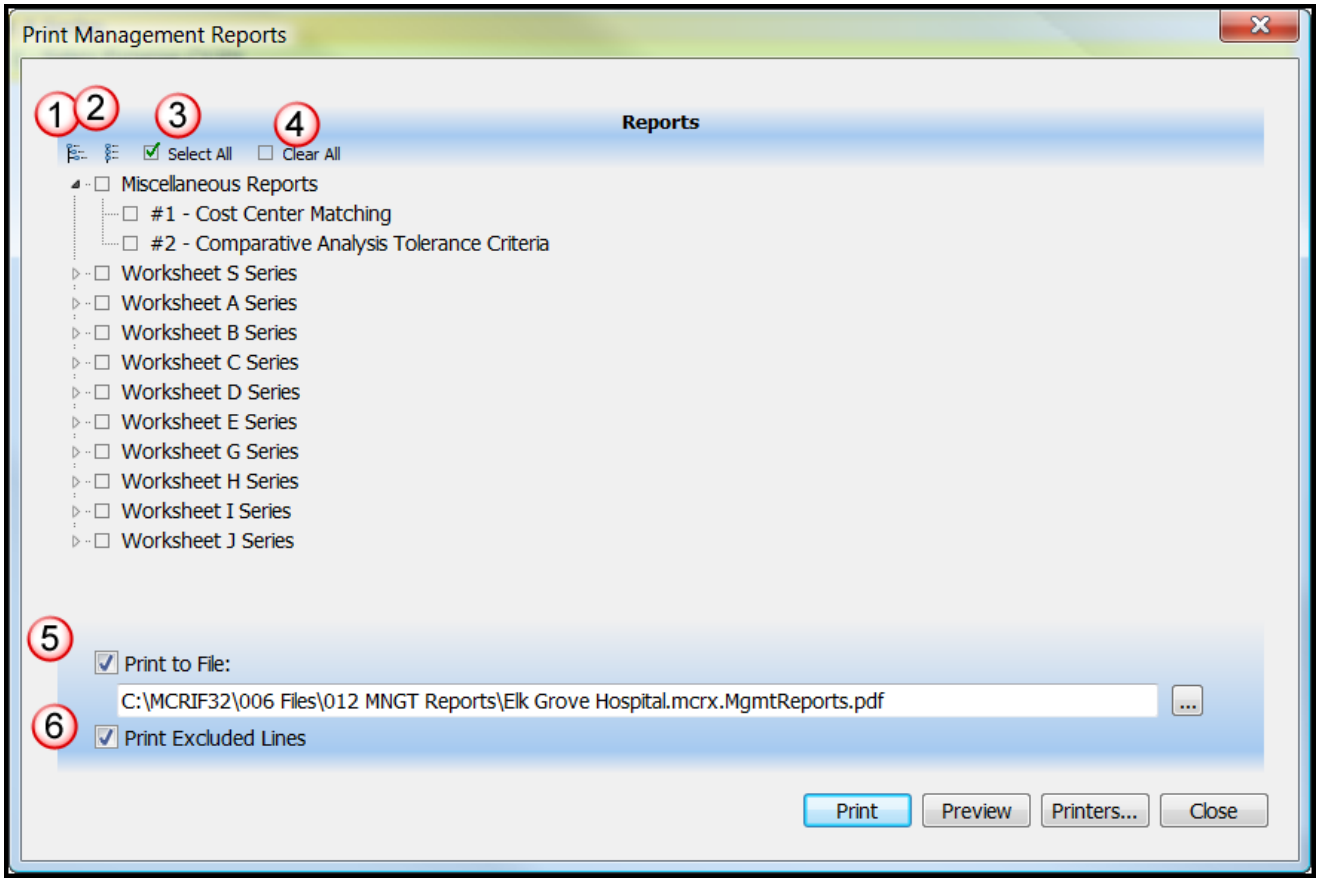
10.6 Printing Reports

To print one or more Management Reports select **Print** from the **File** menu while in the Management Report feature. The **Print Management Reports** dialog box will appear.



Select which reports to print by checking the appropriate boxes. There are several options buttons at the top of the dialog box. Button 1 expands all branches of the list of reports. Button 2 collapses any open branch levels. Button 3 selects all reports. Button 4 clears all check boxes. Button 5 prints the selected report(s) to a file. Button 6 prints all lines of data, including those lines that did not meet or exceed your tolerance criteria. You can print or preview the reports.

10.7 Running Reports

To create one or more on-screen reports you "run" the report(s). Select the report(s) you want to "run" by clicking on the report(s) in the left column of the report screen. When you select a report it appears in the **Selected Reports** column. You can select one report or multiple reports.

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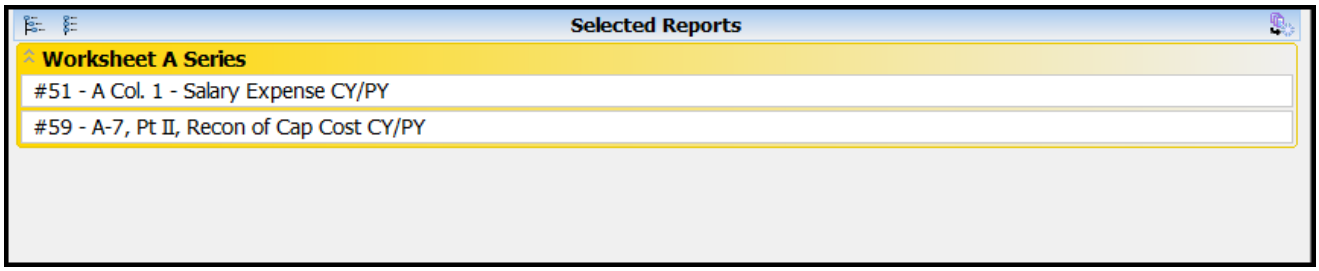
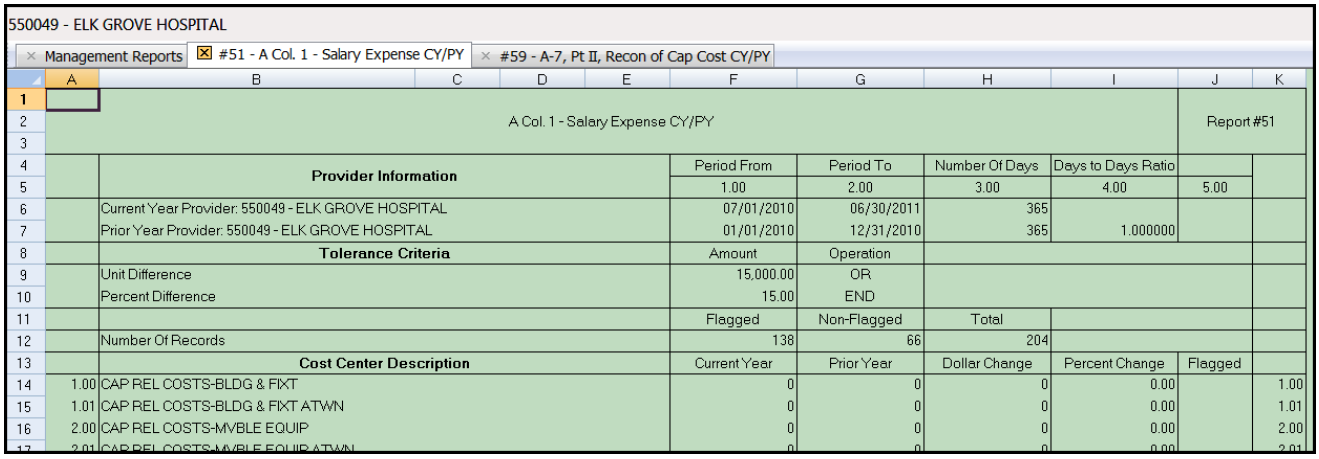


In the example above, we selected two reports: 51and 59. After you select the reports you want to see, click **Run Reports**. The following screen will appear in the main window and the selected report(s) will be displayed.



1											
2		A Col. 1 - Salary Expense CY/PY								Report #51	
3											
4		**Provider Information**			Period From	Period To	Number Of Days	Days to Days Ratio			
5					1.00	2.00	3.00	4.00	5.00		
6		Current Year Provider: 550049 - ELK GROVE HOSPITAL			07/01/2010	06/30/2011	365				
7		Prior Year Provider: 550049 - ELK GROVE HOSPITAL			01/01/2010	12/31/2010	365	1.000000			
8		**Tolerance Criteria**			Amount	Operation					
9		Unit Difference			15,000.00	OR					
10		Percent Difference			15.00	END					
11					Flagged	Non-Flagged	Total				
12		Number Of Records			138	66	204				
13		**Cost Center Description**			Current Year	Prior Year	Dollar Change	Percent Change	Flagged		
14	1.00	CAP REL COSTS-BLDG & FIXT			0	0	0	0.00		1.00	
15	1.01	CAP REL COSTS-BLDG & FIXT ATWN			0	0	0	0.00		1.01	
16	2.00	CAP REL COSTS-MVBLE EQUIP			0	0	0	0.00		2.00	
17	2.01	CAP REL COSTS-MVBLE EQUIP ATWN			0	0	0	0.00		2.01	

In this example two reports were selected and run. The selected reports were created and are available by clicking on the respective tabs. You can switch back and forth between these reports by clicking on the various tabs.

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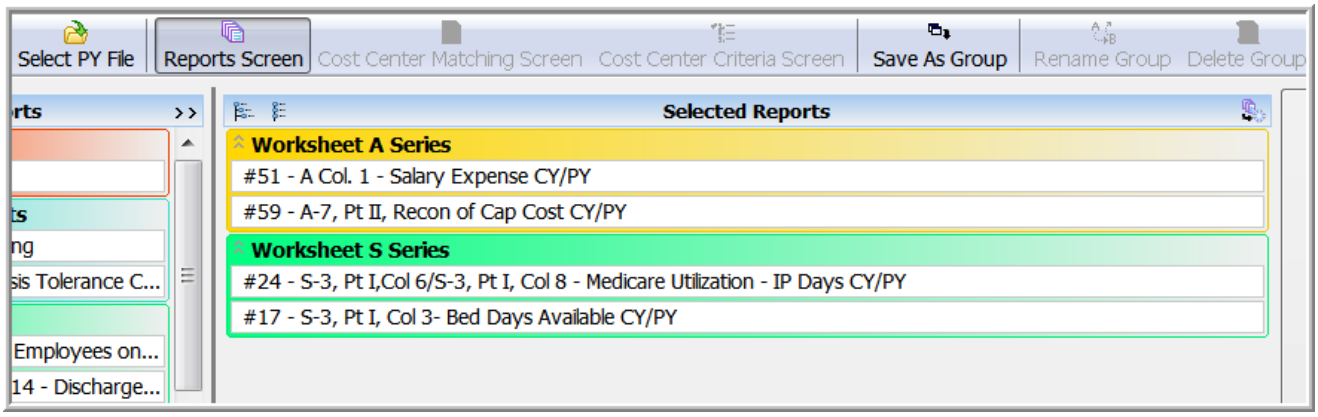
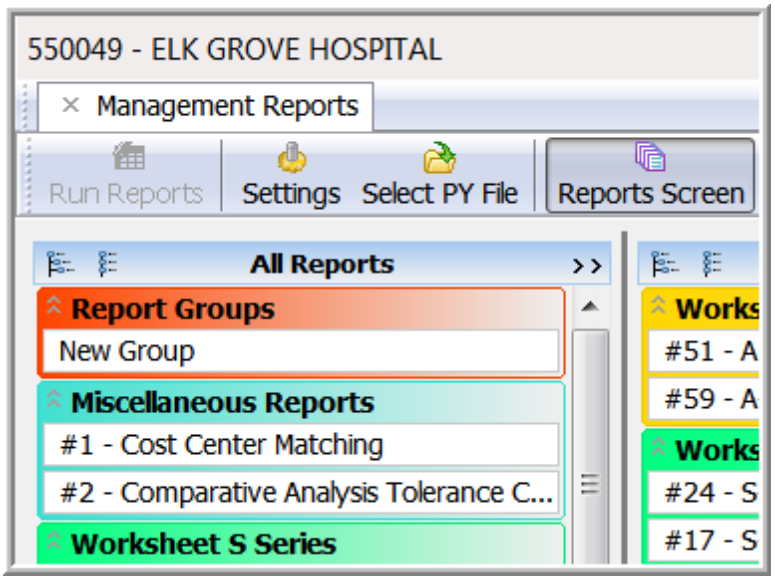
10.8 User-Defined Groups

You can save the currently selected reports and any applied tolerance criteria as a group of reports by clicking **the Save As Group** button.


Select PY File
Reports Screen
Cost Center Matching Screen
Cost Center Criteria Screen
Save As Group
Rename Group
Delete Group
Selected Reports
Worksheet A Series
#51 - A Col. 1 - Salary Expense CY/PY
#59 - A-7, Pt II, Recon of Cap Cost CY/PY
Worksheet S Series
#24 - S-3, Pt I,Col 6/S-3, Pt I, Col 8 - Medicare Utilization - IP Days CY/PY
#17 - S-3, Pt I, Col 3- Bed Days Available CY/PY

Enter the name for your group and click **OK**. The name of the group will appear under the heading Report Groups, at the top of the list of reports. In the example below, a Report Group named New Group was created and now appears under the Report Groups heading.



Add or remove reports from the group by selecting the group and then selecting reports. Reports will be added to the group as you select them. Remove reports in the group by selecting them from inside the **Selected Reports** window and dragging them out of the window. You can rename groups and delete groups by clicking on the appropriate button.

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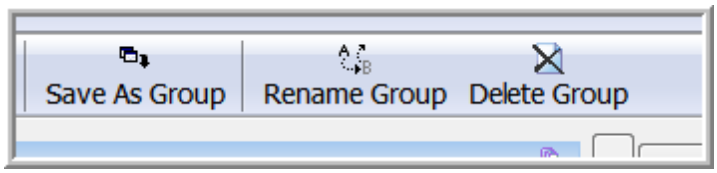

User-defined groups are saved in the template file (menu file). You can share report groups sharing copies of Menu files. If you share a copy of your Menu file(s) with someone else they can open the Menu file and will be able to use the report groups and tolerance criteria saved in the Menu file. There is not limit to the number of Menu files you can create.

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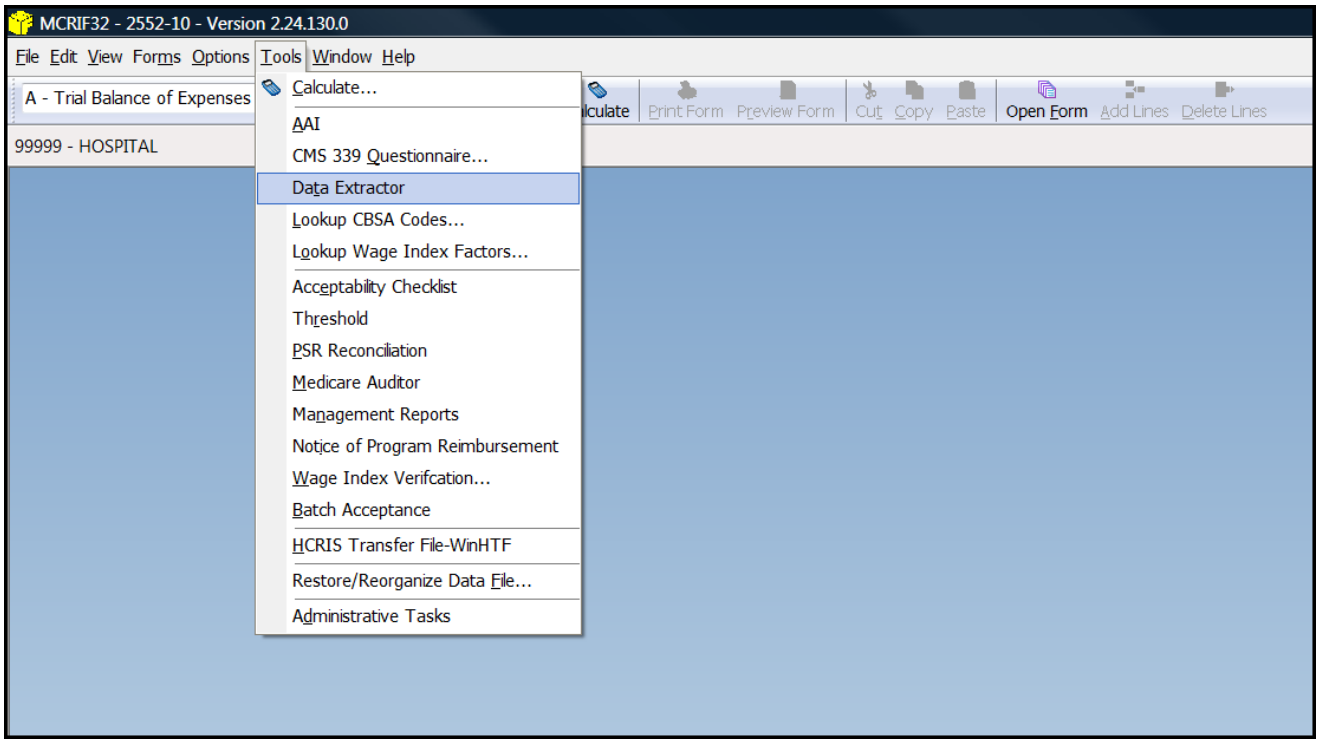
Data Extractor

For several years our focus was helping clients get data into their Medicare cost reports. Then we started getting requests from users to get data out of the Medicare cost report. In response to that demand, we added the Data Extractor feature. You can extract any data in the cost report – entered or calculated. The data is extracted and formatted in a comma separated file (.csv). That file can be imported into Excel or any other spread sheet program.

Data Extractor extracts data from a single Medicare cost report. The Data Extractor is also used to build the specifications for our Batch Data Extractor. The Batch Data Extractor applies the extract specifications to multiple cost reports. The Batch Data Extractor instructions can be found in the next section of this manual.

To use Data Extractor, the cost report software must be running and a cost report file must be open. Start Data Extractor by selecting **Data Extractor** from the **Tools** menu.



Data Extractor will extract whatever data you want. You create an Extract Specification, which is a line by line instruction that tells the software what data you want to extract from the cost report. You will see window where you create or edit specifications on the bottom half of the screen. The top half of the screen will still be available for viewing worksheets. This can be very helpful when determining exactly which Worksheets, lines and columns you want to extract. You can see the worksheet on the top of the screen and enter the reference information on the bottom of the screen.

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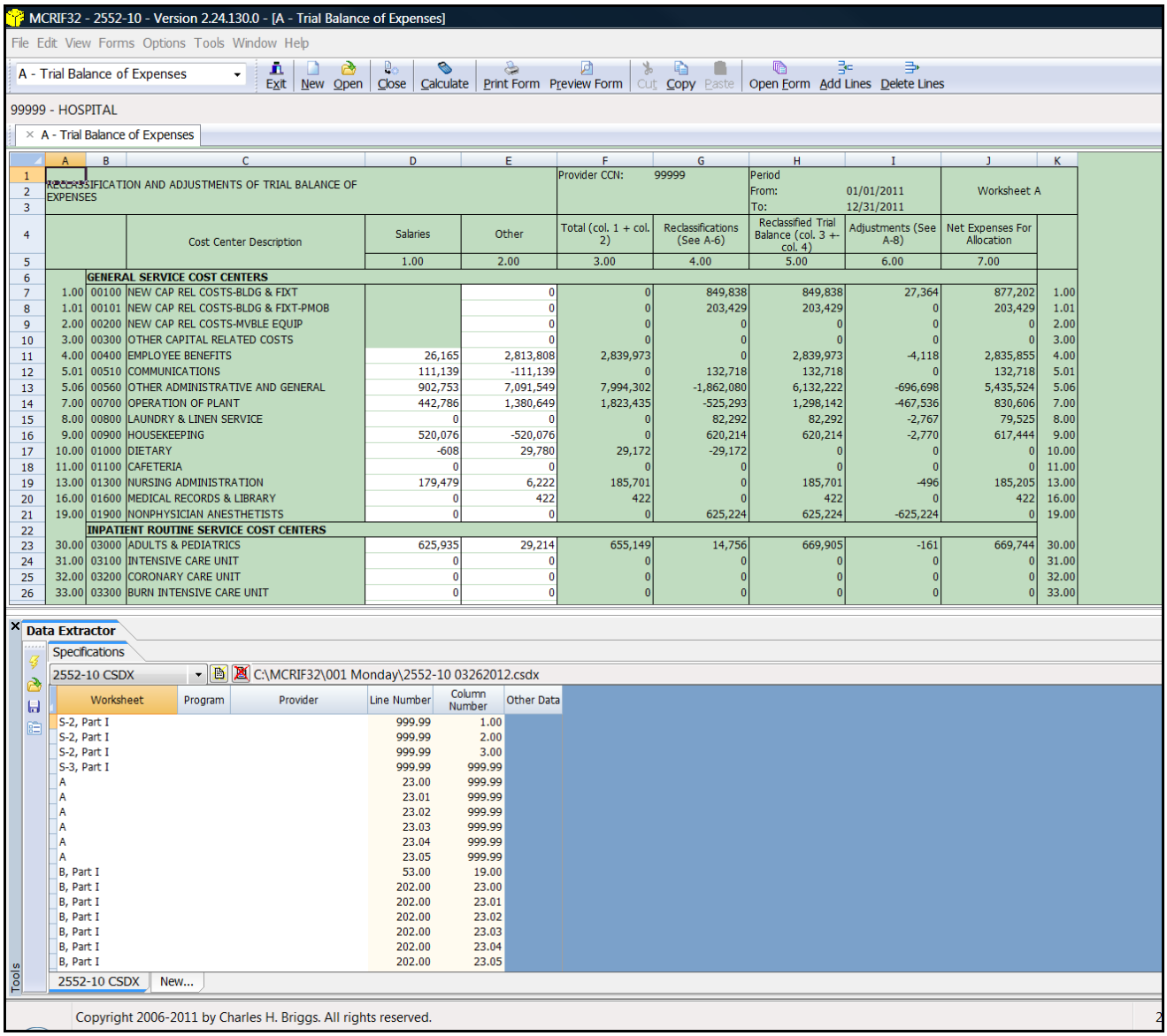
MCRIF32 - 2552-10 - Version 2.24.130.0 - [A - Trial Balance of Expenses]
File Edit View Forms Options Tools Window Help
A - Trial Balance of Expenses
Exit New Open Close Calculate Print Form Preview Form Cut Copy Paste Open Form Add Lines Delete Lines
99999 - HOSPITAL
A - Trial Balance of Expenses
RECLASSIFICATION AND ADJUSTMENTS OF TRIAL BALANCE OF EXPENSES
Provider CCN: 99999
Period From: 01/01/2011 To: 12/31/2011
Worksheet A
Cost Center Description | Salaries | Other | Total (col. 1 + col. 2) | Reclassifications (See A-6) | Reclassified Trial Balance (col. 3 +- col. 4) | Adjustments (See A-8) | Net Expenses For Allocation
1.00 | 2.00 | 3.00 | 4.00 | 5.00 | 6.00 | 7.00
GENERAL SERVICE COST CENTERS
1.00 00100 NEW CAP REL COSTS-BLDG & FIXT 0 0 849,838 849,838 27,364 877,202 1.00
1.01 00101 NEW CAP REL COSTS-BLDG & FIXT-PMOB 0 0 203,429 203,429 0 203,429 1.01
2.00 00200 NEW CAP REL COSTS-MVBLE EQUIP 0 0 0 0 0 0 2.00
3.00 00300 OTHER CAPITAL RELATED COSTS 0 0 0 0 0 0 3.00
4.00 00400 EMPLOYEE BENEFITS 26,165 2,813,808 2,839,973 0 2,839,973 -4,118 2,835,855 4.00
5.01 00510 COMMUNICATIONS 111,139 -111,139 0 132,718 132,718 0 132,718 5.01
5.06 00560 OTHER ADMINISTRATIVE AND GENERAL 902,753 7,091,549 7,994,302 -1,862,080 6,132,222 -696,698 5,435,524 5.06
7.00 00700 OPERATION OF PLANT 442,786 1,380,649 1,823,435 -525,293 1,298,142 -467,536 830,606 7.00
8.00 00800 LAUNDRY & LINEN SERVICE 0 0 0 82,292 82,292 -2,767 79,525 8.00
9.00 00900 HOUSEKEEPING 520,076 -520,076 0 620,214 620,214 -2,770 617,444 9.00
10.00 01000 DIETARY -608 29,780 29,172 -29,172 0 0 0 10.00
11.00 01100 CAFETERIA 0 0 0 0 0 0 0 11.00
13.00 01300 NURSING ADMINISTRATION 179,479 6,222 185,701 0 185,701 -496 185,205 13.00
16.00 01600 MEDICAL RECORDS & LIBRARY 0 422 422 0 422 0 422 16.00
19.00 01900 NONPHYSICIAN ANESTHETISTS 0 0 0 625,224 625,224 -625,224 0 19.00
INPATIENT ROUTINE SERVICE COST CENTERS
30.00 03000 ADULTS & PEDIATRICS 625,935 29,214 655,149 14,756 669,905 -161 669,744 30.00
31.00 03100 INTENSIVE CARE UNIT 0 0 0 0 0 0 0 31.00
32.00 03200 CORONARY CARE UNIT 0 0 0 0 0 0 0 32.00
33.00 03300 BURN INTENSIVE CARE UNIT 0 0 0 0 0 0 0 33.00
Data Extractor
Specifications
2552-10 CSDX
C:\MCRIF32\001 Monday\2552-10 03262012.csdx
Worksheet | Program | Provider | Line Number | Column Number | Other Data
S-2, Part I 999.99 1.00
S-2, Part I 999.99 2.00
S-2, Part I 999.99 3.00
S-3, Part I 999.99 999.99
A 23.00 999.99
A 23.01 999.99
A 23.02 999.99
A 23.03 999.99
A 23.04 999.99
A 23.05 999.99
B, Part I 53.00 19.00
B, Part I 202.00 23.00
B, Part I 202.00 23.01
B, Part I 202.00 23.02
B, Part I 202.00 23.03
B, Part I 202.00 23.04
B, Part I 202.00 23.05
2552-10 CSDX
New...
Tools
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See also [Batch Data Extractor]

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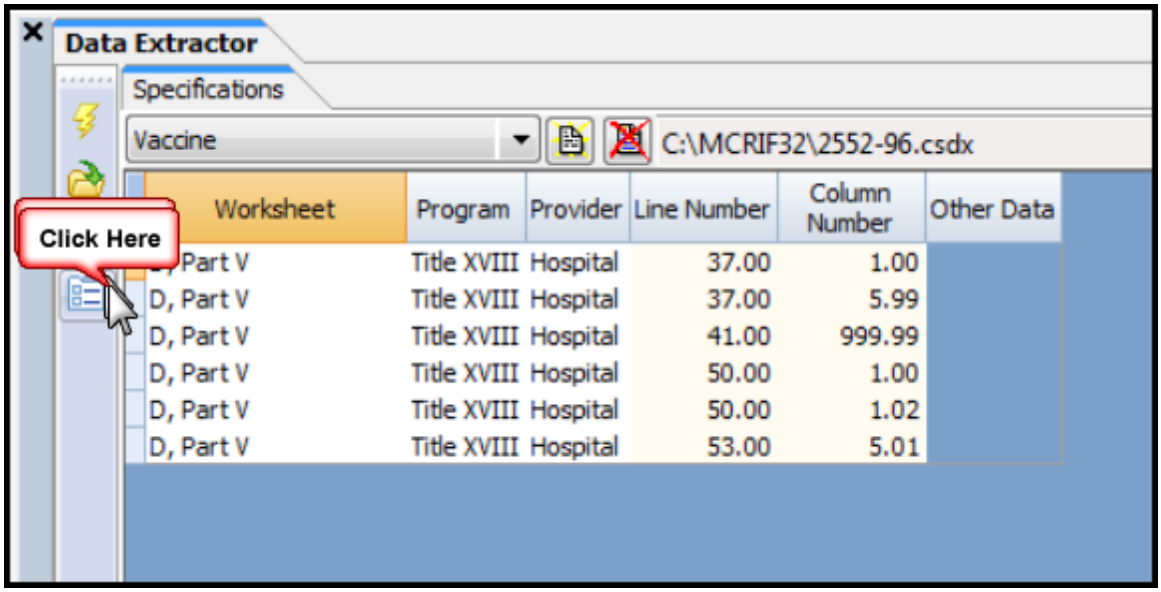
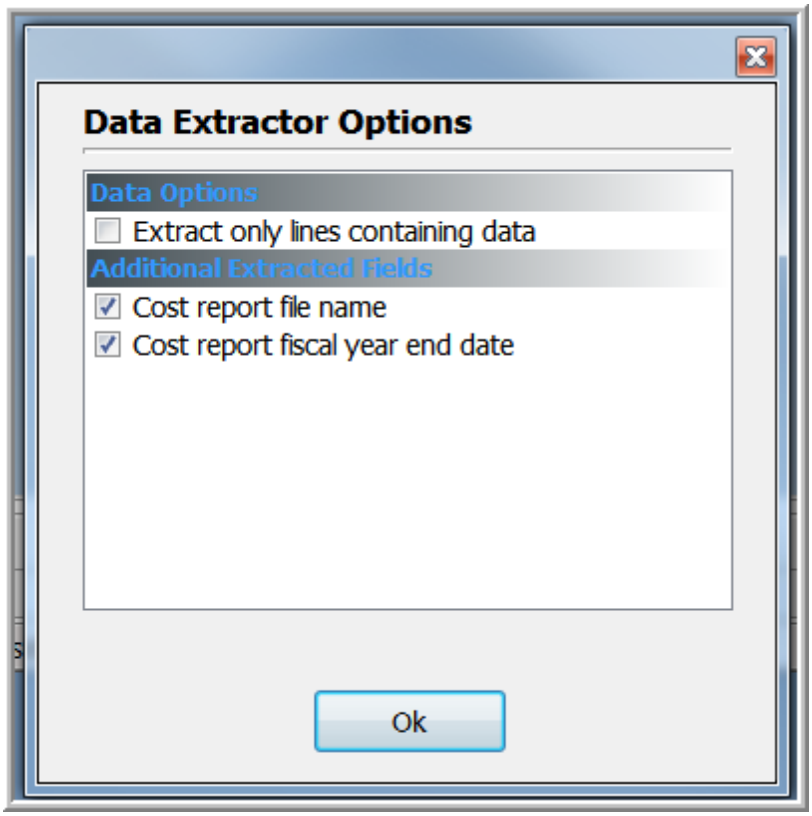
11.1 Selecting Output Options

There are several options regarding the format of your extracted data. To view and select Data Extractor options, click the **Options** button on the Data Extractor toolbar.



The Data Extractor Options dialog box will open.



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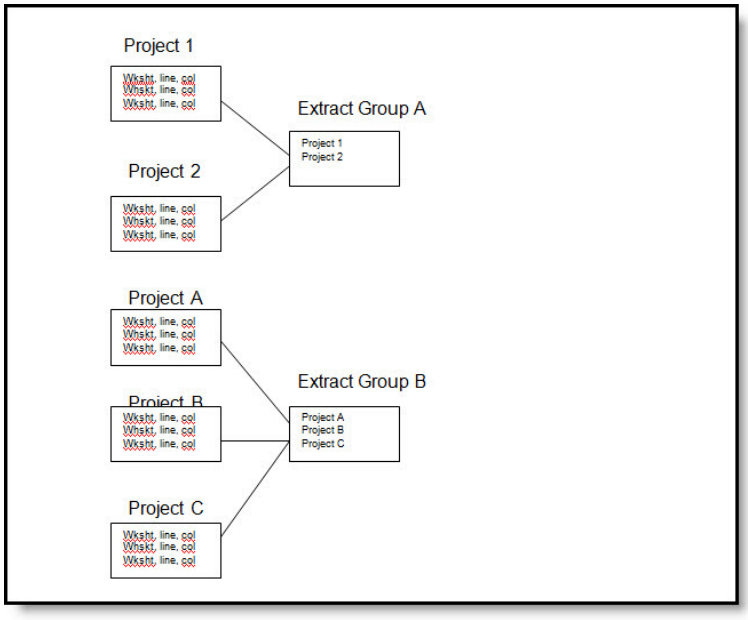
The first option determines if the output file will include zeros and spaces for fields in the cost report that did not contain data or contained zeroes. Select **Extract only lines containing data** to omit lines without data from your output file. The Additional Extracted Fields options allow you to automatically extract the file name and/or cost report fiscal year end date and embed that data in each line of extracted data. This is a very useful option because it helps identify the source of the extracted data. After you choose the options you want, click **Ok**.

11.2 Extract Specifications

The first time you access the Data Extractor, the system will set up a default Specification Group. The default Specification Group is the based on the cost report form set number followed by ".csdx" (e.g., hospital is 2552-96.csdx). This is a file on your hard drive in the same folder as your cost report software (usually c:\MCRIF32).

In addition to specifying a Specification Group filename, you will need to enter a name for each extract project. In fact, if you have not previously created a Project Specification, the system will prompt you for a name when you launch Data Extractor. Each Specifications Group can have many extract project Specifications. There will not be a separate file for each project Specification. You can have multiple Specifications Groups. You might have a budget group, an audit group, etc. Within the budget group, you might have a wage specification and a depreciation specification.



Many of our clients created extracts in earlier versions of the software. You can still use these extracts by clicking the **Open** button on the Data Extractor toolbar.

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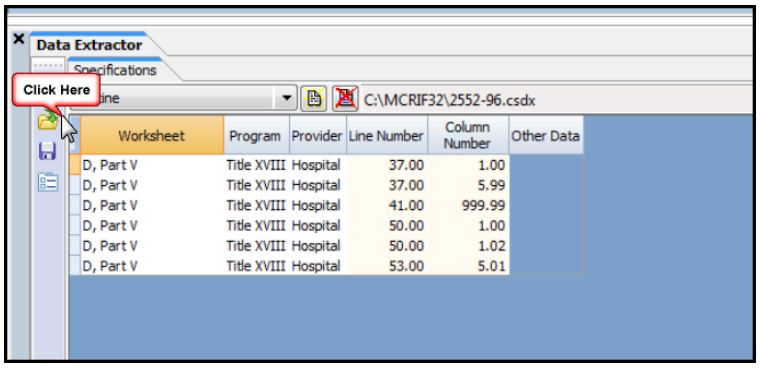
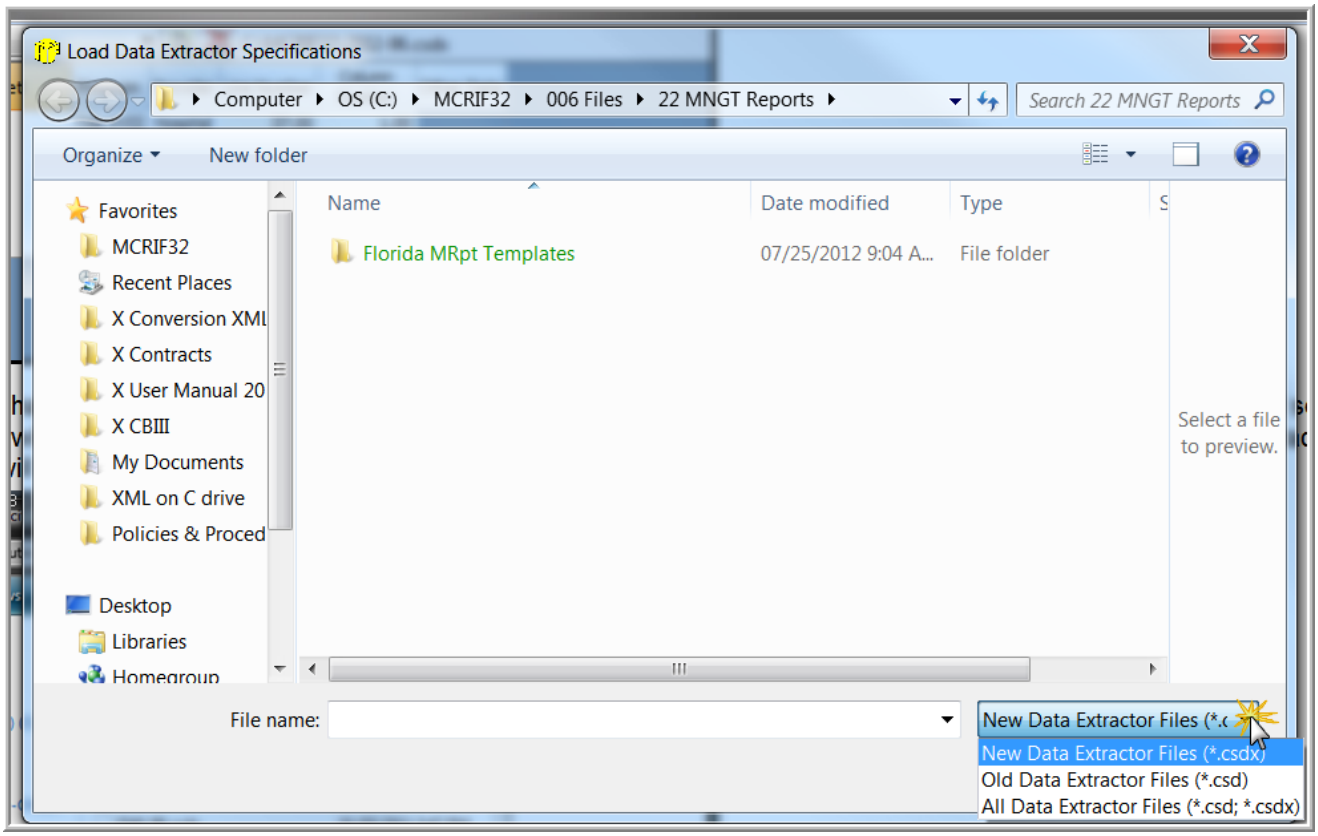


You will need to change the **Files of Type** to the *Old Data Extractor Files*.



Then you can browse and locate and select your old extract specifications. Once you select a file, the system will make a copy of that file in the new format (.csdx). Any changes that you make will only be in the new extract file format. The old format (.csd) extract specification file will still be available in its original form.

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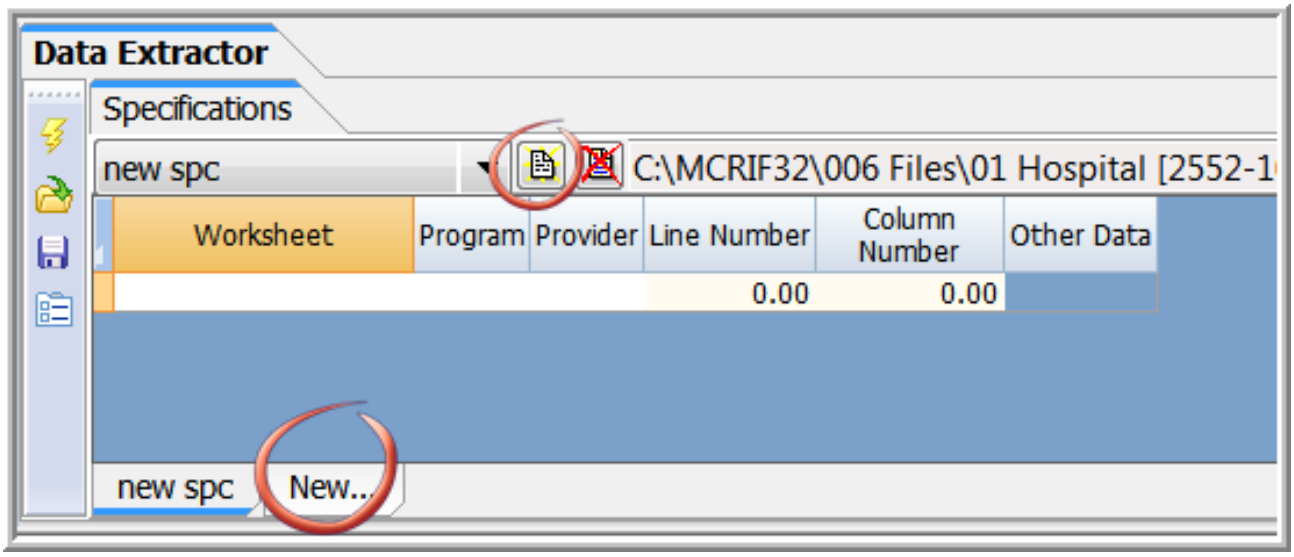
This same screen can be used to create a new Specification Group or to open existing Specification Groups. To create a new Specification Group, click on the Open Folder Icon as you would to access old format specifications, but leave the Files of Type set to New Data Extractor Files. Enter a new file name in the file name box. You can now create one or more project Specifications for that Specifications Group.

To open an existing Specification Group, you can use the browse capabilities of this window to select the drive and folder for the desired Specification Group. The system will only display those files with the .csdx file extension. Select the Specifications Group that you want to use by double clicking on the Specification Group name or click once on the name and then click **Open**.

Once you have selected the correct Specification Group, its time to enter Specifications. There are two ways to start a new Specifications project. You can click on the **New Specification** button or you can click the **New** tab at the bottom of the Data Extractor window. Either of these will allow you to enter a new Specification name.



Enter a name in the **New Specification** dialog box and click OK to save the name and close the dialog box. The name can have spaces and special characters. Remember the Project Specification name is one project in a Group Specification. Each Group Specification can have multiple projects. The Group Specification name is a file name.

You can delete a Project Specification using the **Delete Specification** button . Click the **Delete Specification** button and the current specification will be deleted.

Whether you select Create a New Specification or Open an Existing Specification, you will see the following screen.

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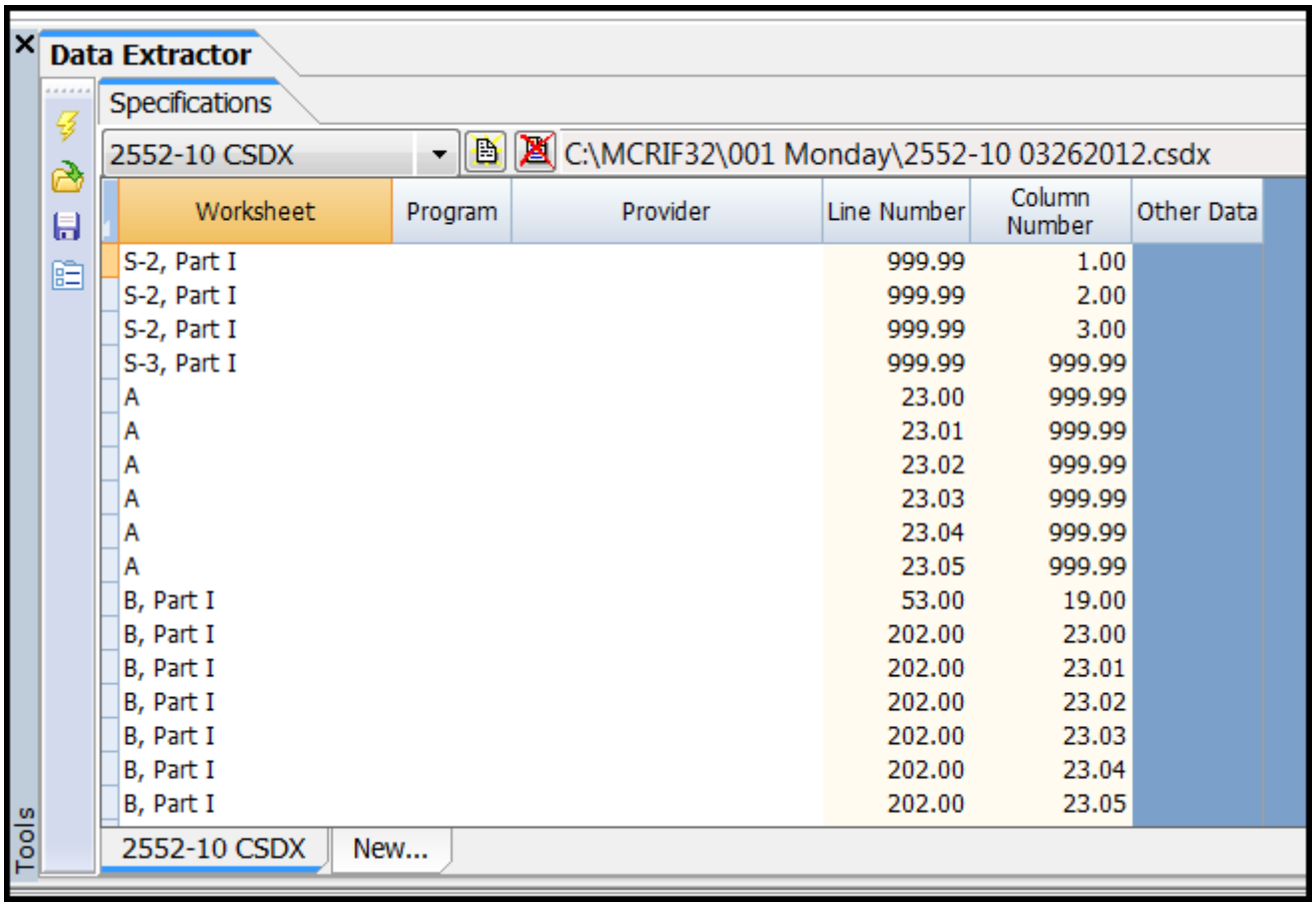

This screen allows you to identify the cost report elements you want to extract. You must completely identify the data elements you want to extract. If the worksheet you select has multiple parts, those will be listed in the Worksheet pull down. For example, you would enter or select Worksheet D, Part V. If the Worksheet can have multiple occurrences (programs and components), the system knows this and will allow you to specify on of the appropriate programs (Title V, XVIII or XIX) and component (hospital, sub provider, SNF, etc.)

You can use wildcards to simplify entry of project specifications. If you want to extract all Worksheet A, Administrative and General costs, you would need to specify all possible subscripts of line 6 (6.01, 6.02, etc.). Instead, you can enter line 6.99. That will extract all subscripts of line 6. If you wanted to extract an entire worksheet, you can specify line 999.99 and column 999.99.

Notice the tabs at the bottom of the screen. These can be used to change from one data extract to another.

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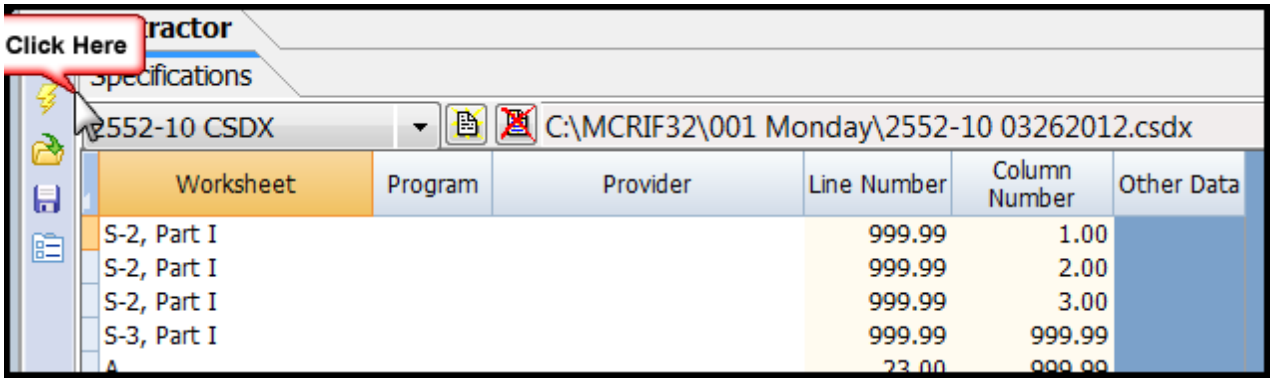
11.3 Extracting Data

When you have finished entering your project extract specifications, the next step is to extract the cost report data. Click the **Extract** button.



You will be prompted to enter a filename for your output file.

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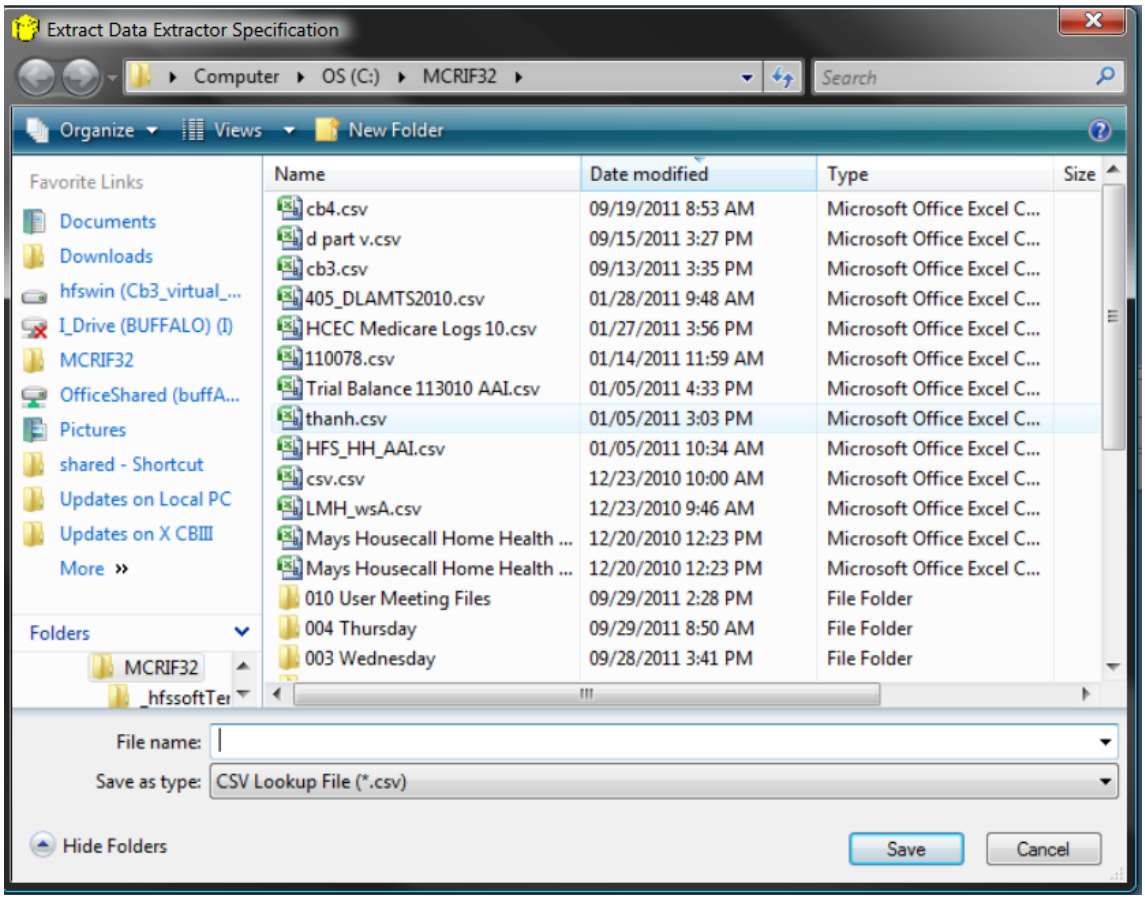
Extract Data Extractor Specification
Computer ▸ OS (C:) ▸ MCRIF32 ▸
Search
Organize
Views
New Folder
Favorite Links
Documents
Downloads
hfswin (Cb3_virtual_...
I_Drive (BUFFALO) (I)
MCRIF32
OfficeShared (buffA...
Pictures
shared - Shortcut
Updates on Local PC
Updates on X CBIII
More »
Folders
MCRIF32
Name
Date modified
Type
Size
cb4.csv 09/19/2011 8:53 AM Microsoft Office Excel C...
d part v.csv 09/15/2011 3:27 PM Microsoft Office Excel C...
cb3.csv 09/13/2011 3:35 PM Microsoft Office Excel C...
405_DLAMTS2010.csv 01/28/2011 9:48 AM Microsoft Office Excel C...
HCEC Medicare Logs 10.csv 01/27/2011 3:56 PM Microsoft Office Excel C...
110078.csv 01/14/2011 11:59 AM Microsoft Office Excel C...
Trial Balance 113010 AAI.csv 01/05/2011 4:33 PM Microsoft Office Excel C...
thanh.csv 01/05/2011 3:03 PM Microsoft Office Excel C...
HFS_HH_AAI.csv 01/05/2011 10:34 AM Microsoft Office Excel C...
csv.csv 12/23/2010 10:00 AM Microsoft Office Excel C...
LMH_wsA.csv 12/23/2010 9:46 AM Microsoft Office Excel C...
Mays Housecall Home Health ... 12/20/2010 12:23 PM Microsoft Office Excel C...
Mays Housecall Home Health ... 12/20/2010 12:23 PM Microsoft Office Excel C...
010 User Meeting Files 09/29/2011 2:28 PM File Folder
004 Thursday 09/29/2011 8:50 AM File Folder
003 Wednesday 09/28/2011 3:41 PM File Folder
File name:
Save as type: CSV Lookup File (*.csv)
Hide Folders
Save
Cancel

Save extract file as window

This window will allow you to specify a name for the file where, you want the file written and the format of that file. Select the file type in the **Save As Type** list. Click **Save**, and your extraction specification will run and the output file you specified will contain your results. A file with lines of data like this will be produced:

```
A 37.00 1.00,3023260
A 37.00 2.00,805780
A-8 30.00 3.00,""
A-8-2  4.00 4.00,38860
B-1 37.00 3.00,23090
B-1 37.00 4.00,419410
B1 37.0027.00,3829040
B2 37.0027.00,""
B3 37.0027.00,""
C1 37.00 1.00,7194864
D-4181 37.00 2.00,3640574
D5181 37.00 2.00,3077773
D5181 37.00 2.01,""
D5181 37.00 3.00,""
EA181  7.00 1.00,""
EB181 10.00 1.00,7388617
```

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```
E-1181  1.00 2.00,20225653
E-1181  1.00 3.00,"00/00/00"
```

Notice that there is only one comma in this file. All worksheet identification data is located to the left of the comma. This is done to simplify searching for data in Excel. If the extracted data is formatted as text, date, or if there was no data in the specified location, the extracted data will be enclosed in quotes.

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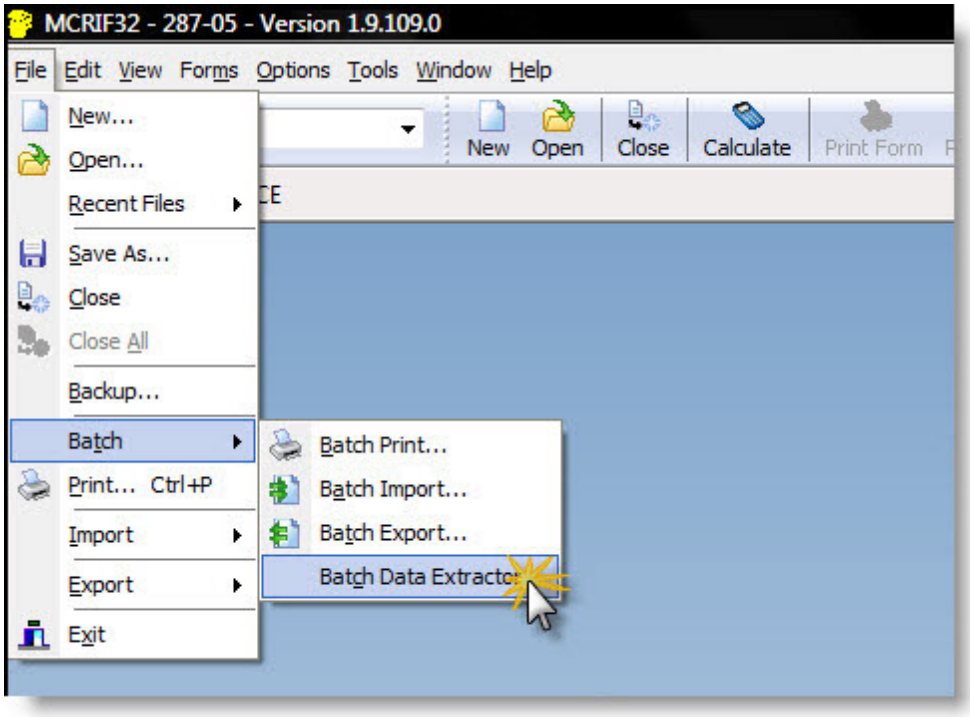
Batch Data Extractor

Batch Data Extractor is a useful adaptation of the HFS Data Extractor tool. Like Data Extractor, with Batch Data Extractor you can extract data from a cost report. The data is extracted and formatted as a comma separated file (.csv) file that can be imported into Excel, or any other spread sheet program.

Unlike Data Extractor, Batch Data Extractor extracts data from multiple Medicare cost reports. The Batch Data Extractor applies extract specifications to multiple cost reports. The extract specifications are determined by the software user. Search criteria are used to determine which cost reports to extract data from. Specifications are used to determine what data will be extracted from the selected cost reports.

To use Batch Data Extractor, the cost report software must be running. Do not open a cost report file. Start Batch Data Extractor by selecting **Batch Data Extractor** from the **Batch** submenu on the **File** menu. Non-batch Data Extractor is started from the **Tools** menu. Because of the "batch processing" capabilities of Batch Data Extractor, the feature is assigned to a location shared by other "batch" functions. The picture below depicts the location of Batch Data Extractor on the **File** menu.



Batch Data Extractor will start up and you will see the Batch Data Extractor screen. The picture below shows the opening screen.

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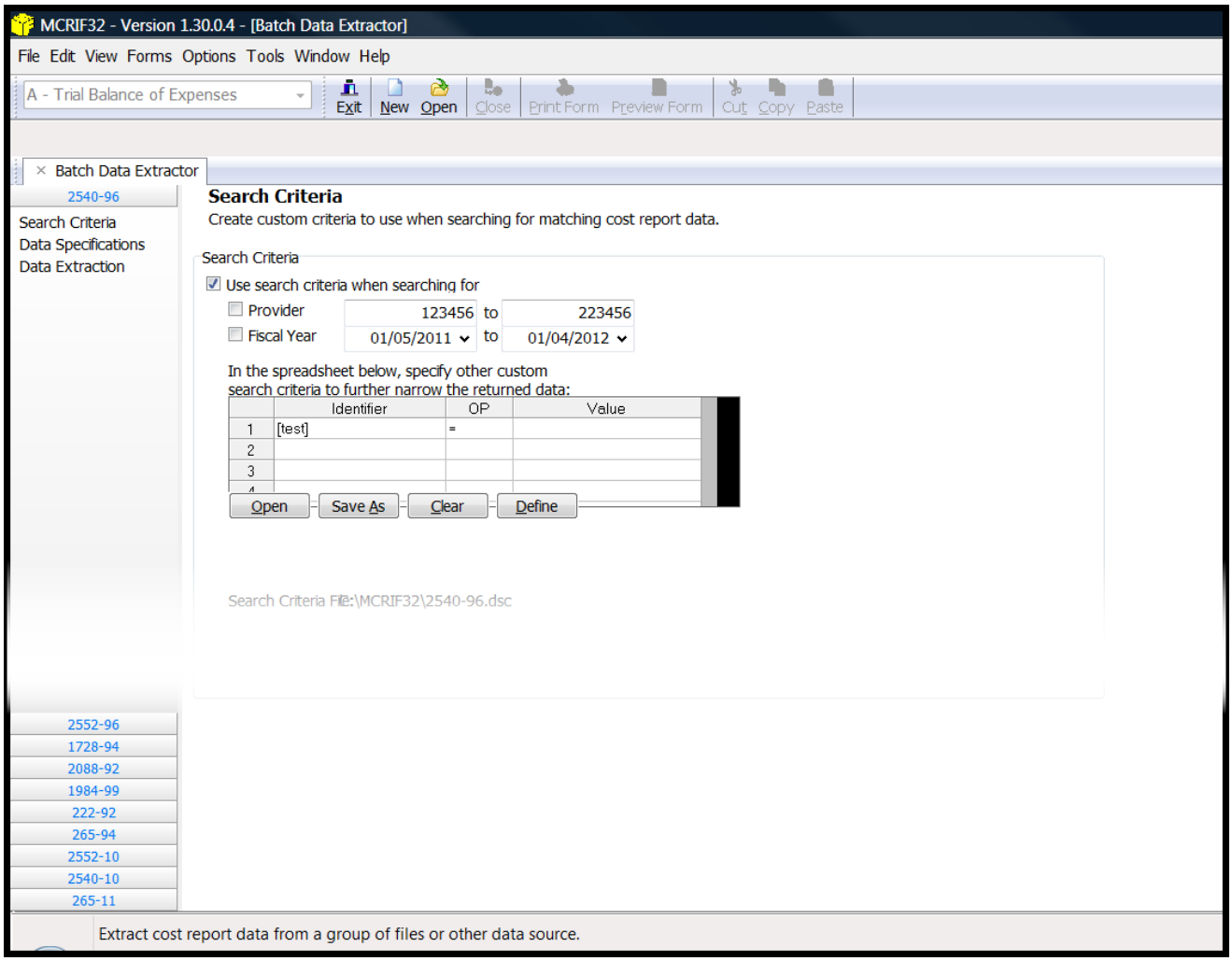
MCRIF32 - Version 1.30.0.4 - [Batch Data Extractor]
File Edit View Forms Options Tools Window Help
A - Trial Balance of Expenses
Exit New Open Close Print Form Preview Form Cut Copy Paste
Batch Data Extractor
2540-96
Search Criteria
Data Specifications
Data Extraction
Search Criteria
Create custom criteria to use when searching for matching cost report data.
Search Criteria
Use search criteria when searching for
Provider 123456 to 223456
Fiscal Year 01/05/2011 to 01/04/2012
In the spreadsheet below, specify other custom search criteria to further narrow the returned data:
Identifier OP Value
1 [test] =
2
3
Open Save As Clear Define
Search Criteria File: \MCRIF32\2540-96.dsc
2552-96
1728-94
2088-92
1984-99
222-92
265-94
2552-10
2540-10
265-11
Extract cost report data from a group of files or other data source.

See also [Data Extractor]

12.1 Search Criteria

On the left side of the screen there is a column which contains selector buttons for the various cost report software modules. The first in the list is the 2540-96. In the example below, the 2552-96 cost report type is selected. When a cost report type is selected the three configuration sections: Search Criteria, Data Specifications and Data Extraction appear immediately below the selected cost report type.

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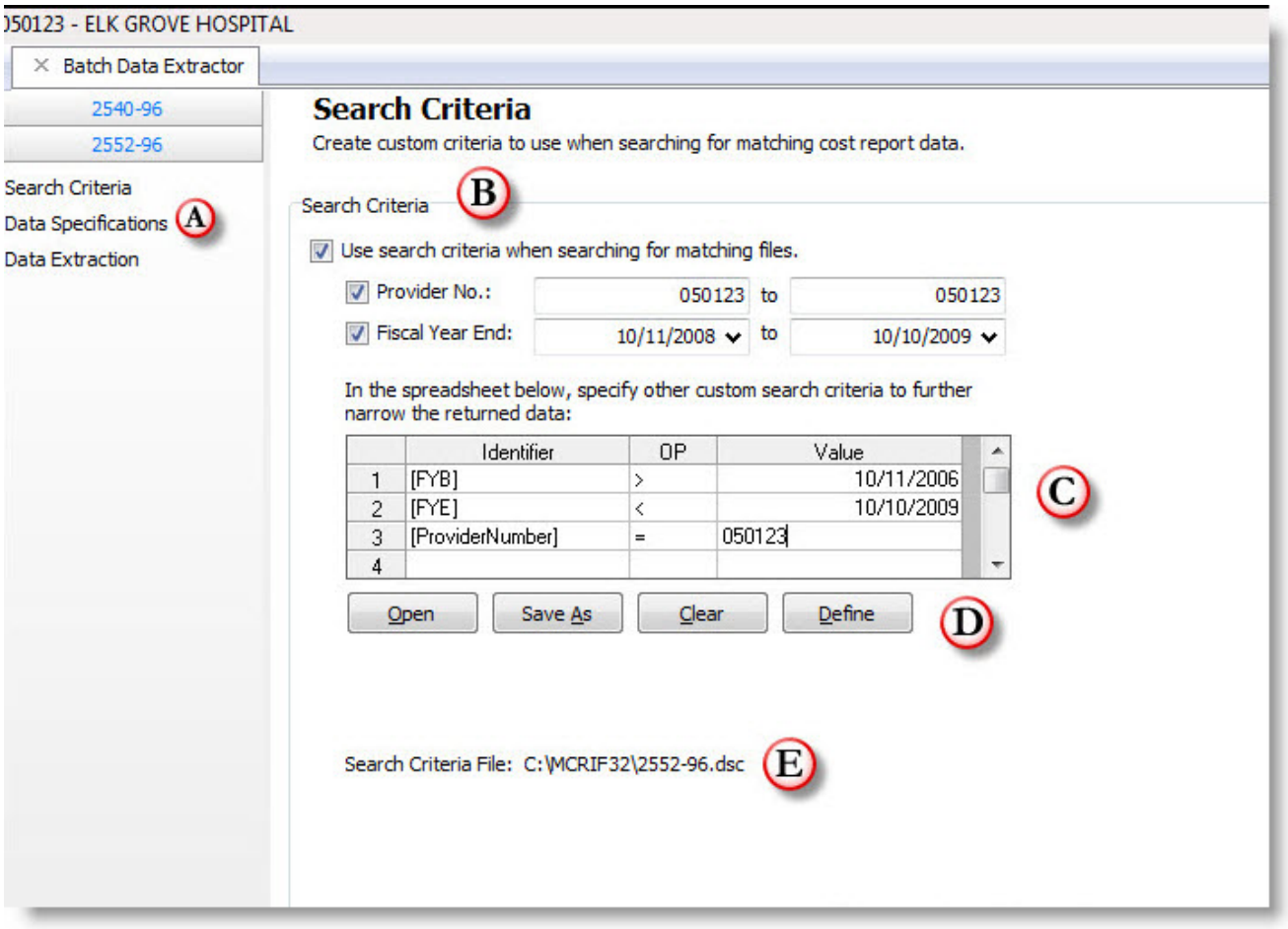

In the screen shown above, there are five screen elements identified. The first area, “A”, is the group of selector buttons discussed above, and the three configuration sections. The default is the first item in the group, Search Criteria. Click **Search Criteria** to view the Search Criteria screen (displayed above.) Because it is the default selection, it is the screen you will see first whenever you select a cost report software type in the left column and when you start Batch Data Extractor.

"B" is the Search Criteria screen. This section contains various controls that allow the user to specify criteria the system should use when finding matching files. Remember that this section is not where you specify what data you want to extract from the files. This is where you specify which files data will be extracted from.

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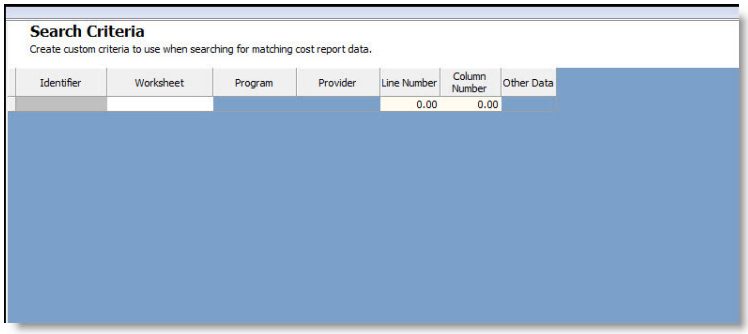
You can elect not to specify any criteria here, in which case the software will use all files in a specified location. To use file selection criteria, select the option labeled "**Use search criteria when searching for matching files**." You can search by provider number and/or fiscal year end dates. In the provider number line, you can specify the beginning and end of a potential range of provider numbers. In this example, the range is limited to only one provider number. In the fiscal year end line you can enter a beginning date and an ending date for a potential range of fiscal year ends. In this example, files with a fiscal year end date as early as October 11, 2006 and as late as October 10, 2009 may be included in the batch extract.

Beneath the provider number line and the fiscal year end line is a table where you can specify **Custom Search Criteria** ("C")that will be used when selecting those files to include in the batch extract. On each of the lines in the table, you can click on the line in the Identifier column and you can select from a list of criteria. Possible selections are **FYB**, **FYE** and **Provider Number**. For **FYB** and **FYE** you can select an operator in the **OP** column of either greater than, less than or equal to. You indicate the value to be used for the comparison in the **Value** column. For **Provider Number**, the only available option in the OP column is "**=**".

Immediately below the Search Criteria input table are four buttons. ("D.")The **Open** button allows you to select and open a search criteria file. A search criteria file is a saved instance of search criteria. It is a template that can be used over and over to select cost reports with certain characteristics. The **Save As** button enables you to save the currently specified search criteria in a search criteria file, with a .dsc extension, for future use. The **Clear** button clears all text from the **Search Criteria** input table. The **Define** button opens up another specification screen.



The **Search Criteria** screen allows you to specify data within the cost report that must match the criteria for the cost report to be included in the batch extract. Enter the worksheet, program (where applicable), provider (where applicable), line number, column number and other details (where applicable). After you have defined a field it can be used on the previous screen as an "identifier" and included in the Search Criteria. These criteria will be compared to the data contained in the group of potential cost reports that may be included in the batch extraction to help determine which reports will be used and which will not.

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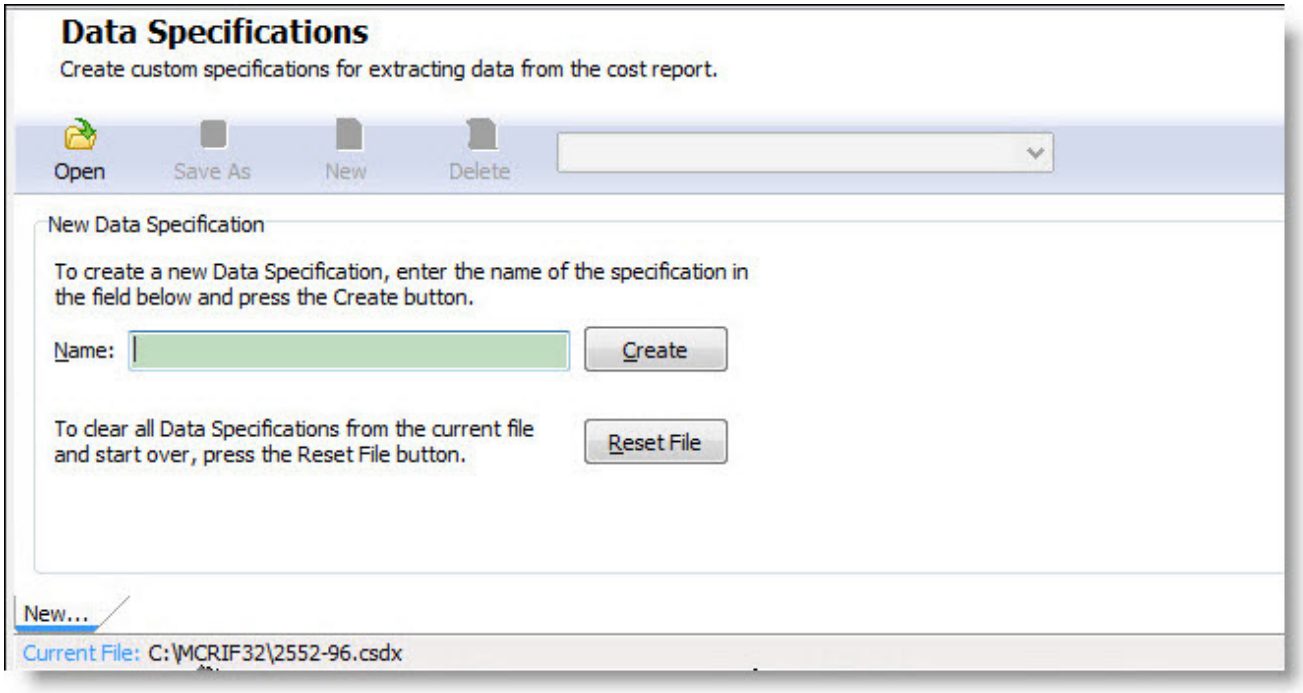
12.2 Data Specifications

The second configuration section in the left column of the main screen is Data Specifications.


Data Specifications
Create custom specifications for extracting data from the cost report.
Open
Save As
New
Delete
New Data Specification
To create a new Data Specification, enter the name of the specification in the field below and press the Create button.
Name:
Create
To clear all Data Specifications from the current file and start over, press the Reset File button.
Reset File
New...
Current File: C:\MCRIF32\2552-96.csdx

When this screen is opened for the first time, you will be prompted to enter the name for your new Data Specification. You may also choose to reset, or clear, all Data Specification and start from scratch. If you previously created a Data Specification, you can click **Open** and select the file you want to work with.

12.3 Specification Groups

Specification Groups

This topic is identical to the material covered in the Data Extractor section. If you read that section already, you may wish to skip ahead to the next topic. Each Specifications Group can have many extract project Specifications. There will not be a separate file for each project Specification. You can have multiple Specifications Groups. You might have a budget group, an audit group, etc. Within the budget group, you might have a wage project specification, a depreciation project specification, etc.

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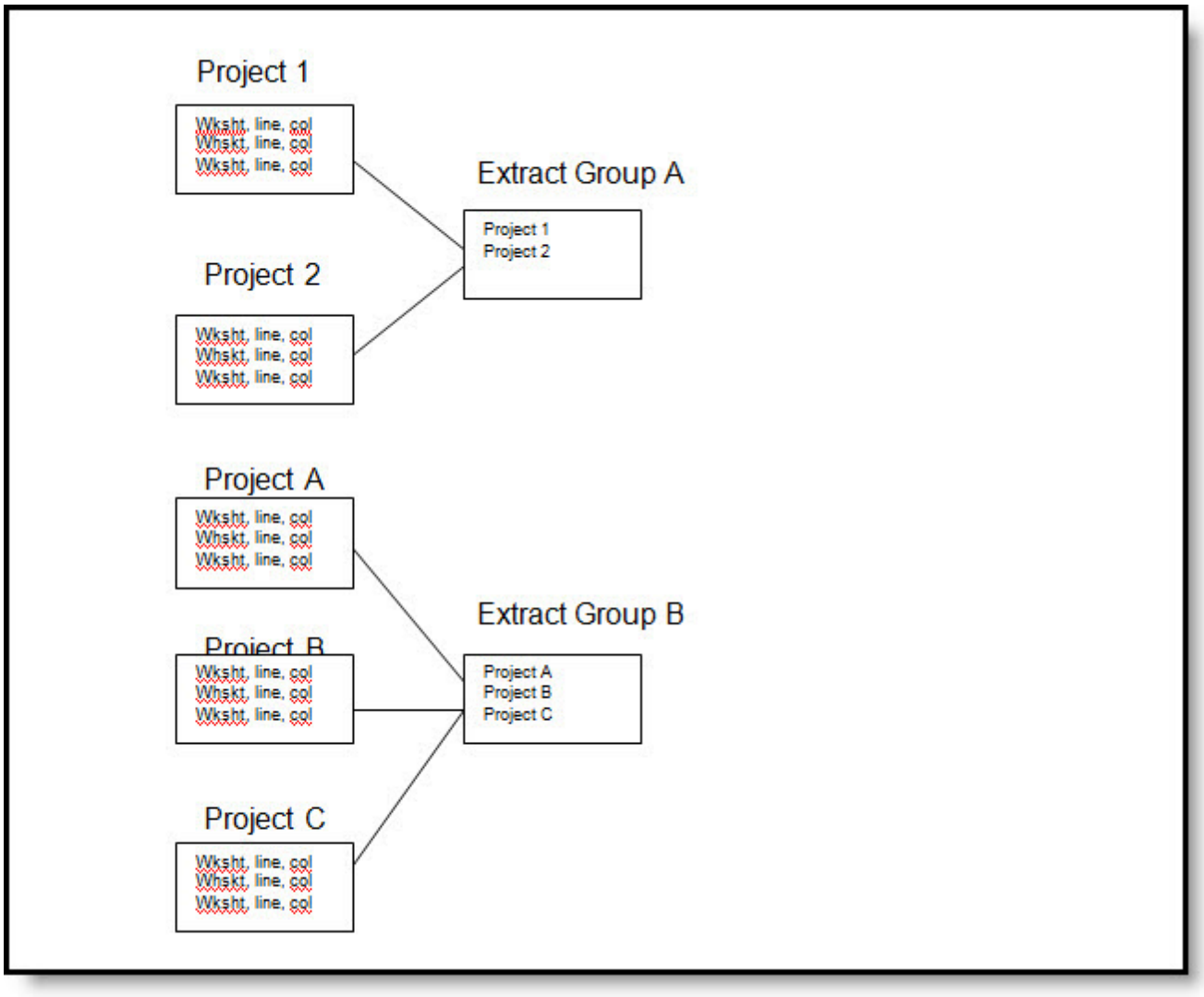

Before we go any further, let's address backward compatibility. We know that many of our clients already have set up extracts in older versions of the software. You may access these extracts by clicking the **Open** button. The following screen to be displayed.

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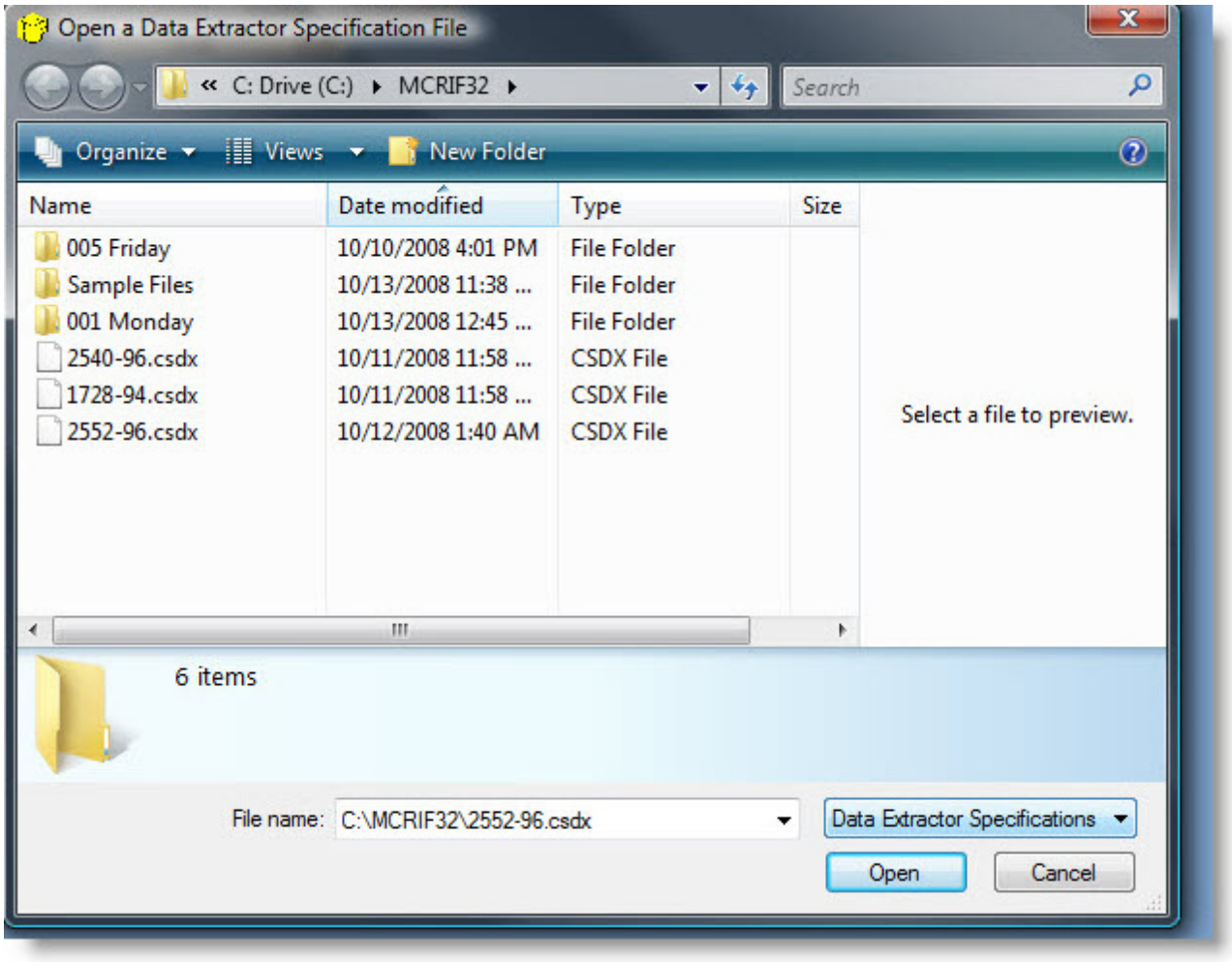

You can then use this open file window to locate and select the old extract specifications. Once you select a file, the system will make a copy of that file in the new format (.csdx). Any changes that you make will only be in the new extract file format. The old format (.csd) extract specification file will still be available in its original form for use with older software.

The same screen can be used to create a new Specification Group or to open existing Specification Groups. To create a new Specification Group, click on the *Open Folder* icon as you would to access old format specifications. Enter a new file name in the File Name box. You can now create one or more project Specifications for that Specifications Group. To open an existing Specification Group, you can use the browse capabilities of this window to select the drive and folder for the desired Specification Group. Select the Specifications Group that you want to use by double clicking on the Specification Group name or click once on the name and then click **Open**.

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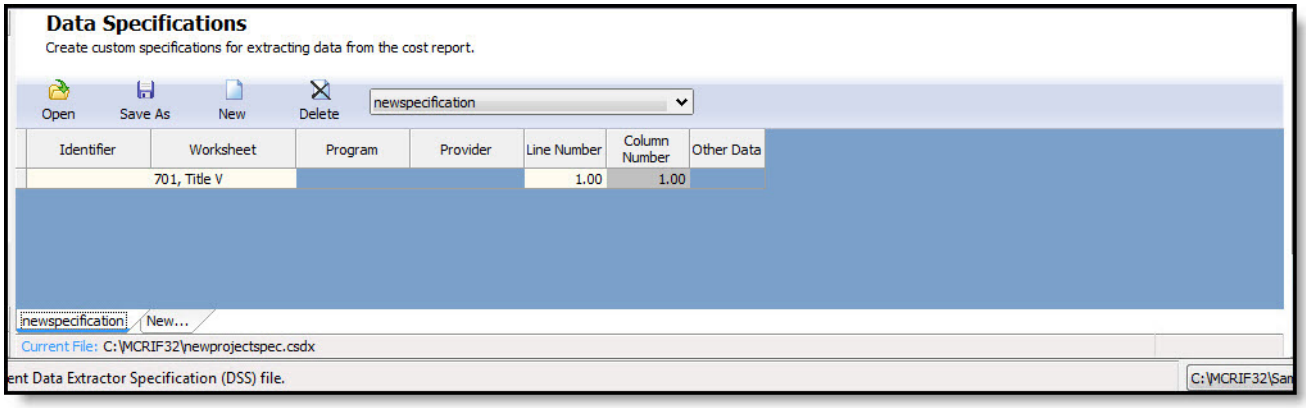
Once you have selected the correct Specification Group, it is time to enter project specifications. Click the **New** tab in the lower left corner of the Data Extractor window. This will allow you to enter a new project Specifications name. The name can have spaces and special characters. Remember the project Specification name is one project in a Group Specification. Each Group Specification can have multiple projects. The Group Specification name is a file name.

You can delete a project Specifications using the **Delete Specification** (paper with a red "X" through it) icon. Simply click on this icon and the form appearing in the specifications window will be deleted. Whether you select **Create a New Specification** or **Open an Existing Specification**, you will be see the following screen.



This screen allows you to identify the Medicare cost report elements you want to extract. You must completely identify the data elements you want to extract. If the worksheet you select has multiple parts, those will be listed in the Worksheet pull down. For example, you would enter or select Worksheet D, Part V. If the Worksheet can have multiple occurrences (programs and components), the system knows this and will allow you to specify one of the appropriate programs (Title V, XVIII or XIX) and component (hospital, sub provider, SNF, etc.)

We have given you some shortcuts to simplify the entry of the project specifications. If you want to extract all Worksheet A, Administrative and General costs, you would need to specify all possible subscripts of line 6 (6.01, 6.02, etc.). Instead, you can enter line 6.99. That will extract all subscripts of line 6. If you wanted to extract an entire worksheet, you can specify line 999.99 and column 99.99. Notice the tabs at the bottom of the screen. These can be used to change from one data extract to another.

When you have finished entering your project extract Specifications, the next step is to export the cost report values. This can be done by clicking on the selector tab at the left of the screen labeled **Data Extraction**. The following window appears.

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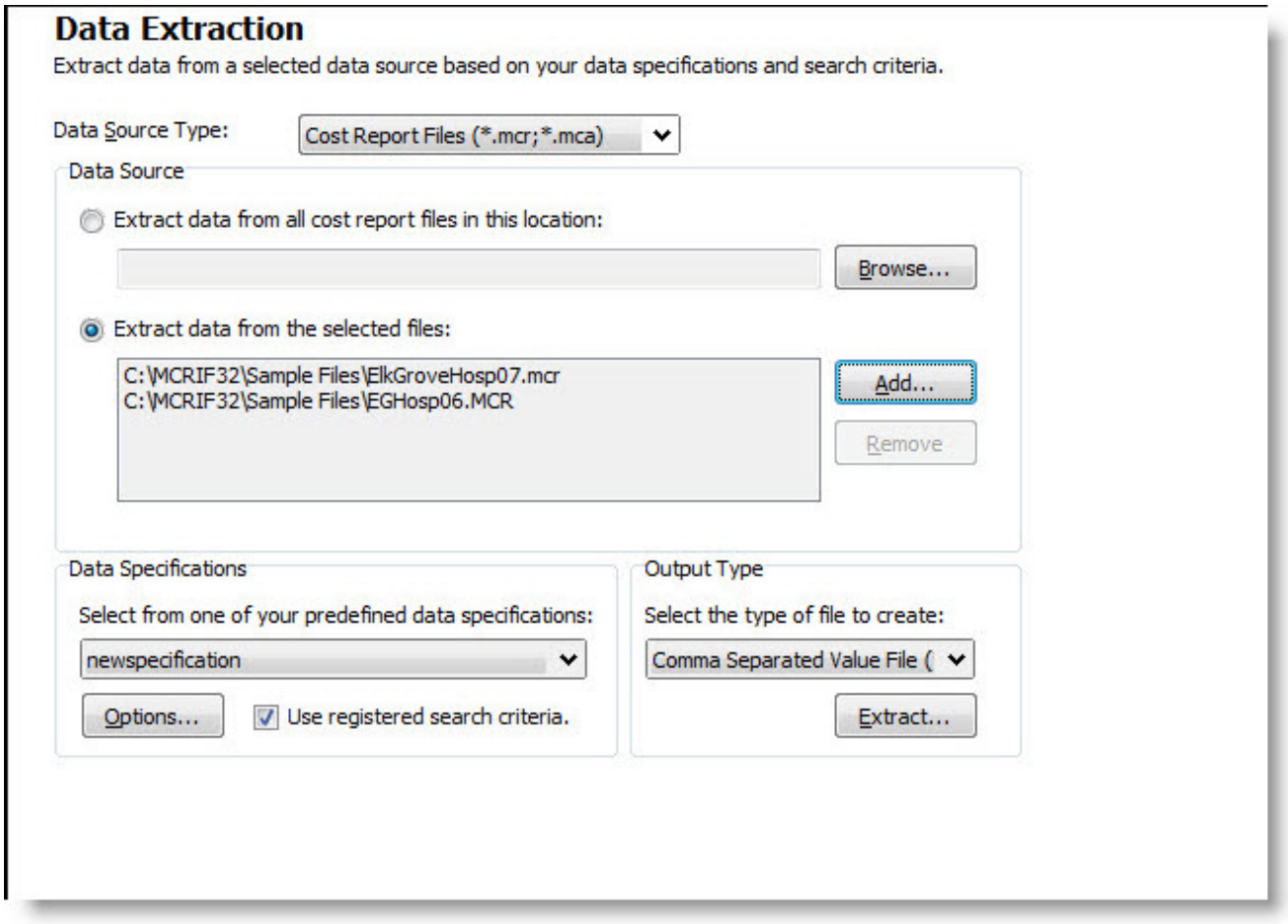

You can select the type of files to extract data from. Currently the options are .mcr and .mca files. Both of these are selected by default. Next you must either specify a location, such as a directory or disk, where the files are located, or specify the names of files to be included in the extract. Then choose a Data Specification from those that have been defined and saved. If you click **Options,** the following dialog box appears.

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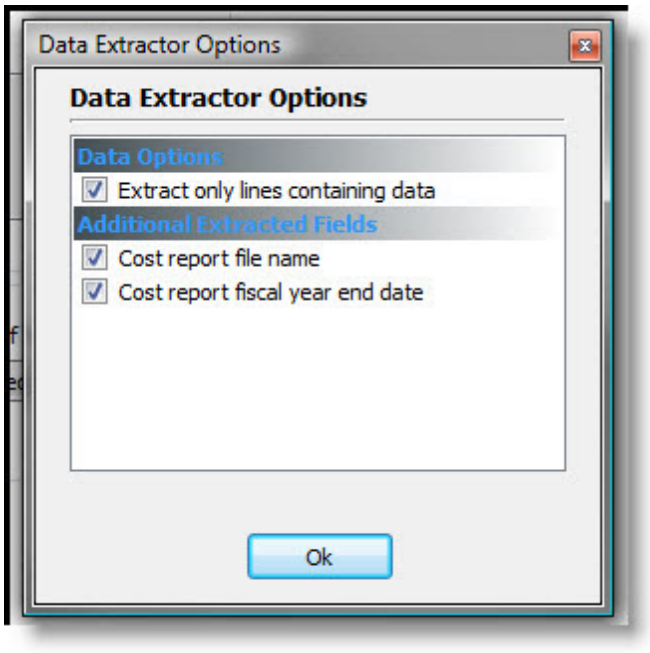

You may chose to limit extraction to only lines that contain data. You may also choose to include the cost report file name and the fiscal year end date as part of the data extracted from the cost reports. When you are finished, click **Ok**.

Next select the type of output file. The default is comma separated value file, and that is the one we will use for this example. Next click **Extract**. You will be prompted to enter a file name for the extract file. Click **Save**. The extract will proceed and you will see a dialog box that will provide information about the export. When finished click **Close**.

The following is an example of the contents of the file that will be produced:

```
A 37.00 1.00,3023260
A 37.00 2.00,805780
A-8 30.00 3.00,""
A-8-2  4.00 4.00,38860
B-1 37.00 3.00,23090
B-1 37.00 4.00,419410
B1 37.0027.00,3829040
B2 37.0027.00,""
B3 37.0027.00,""
C1 37.00 1.00,7194864
D-4181 37.00 2.00,3640574
D5181 37.00 2.00,3077773
D5181 37.00 2.01,""
D5181 37.00 3.00,""
EA181  7.00 1.00,""
EB181 10.00 1.00,7388617
E-1181  1.00 2.00,20225653
E-1181  1.00 3.00,"00/00/00"
```

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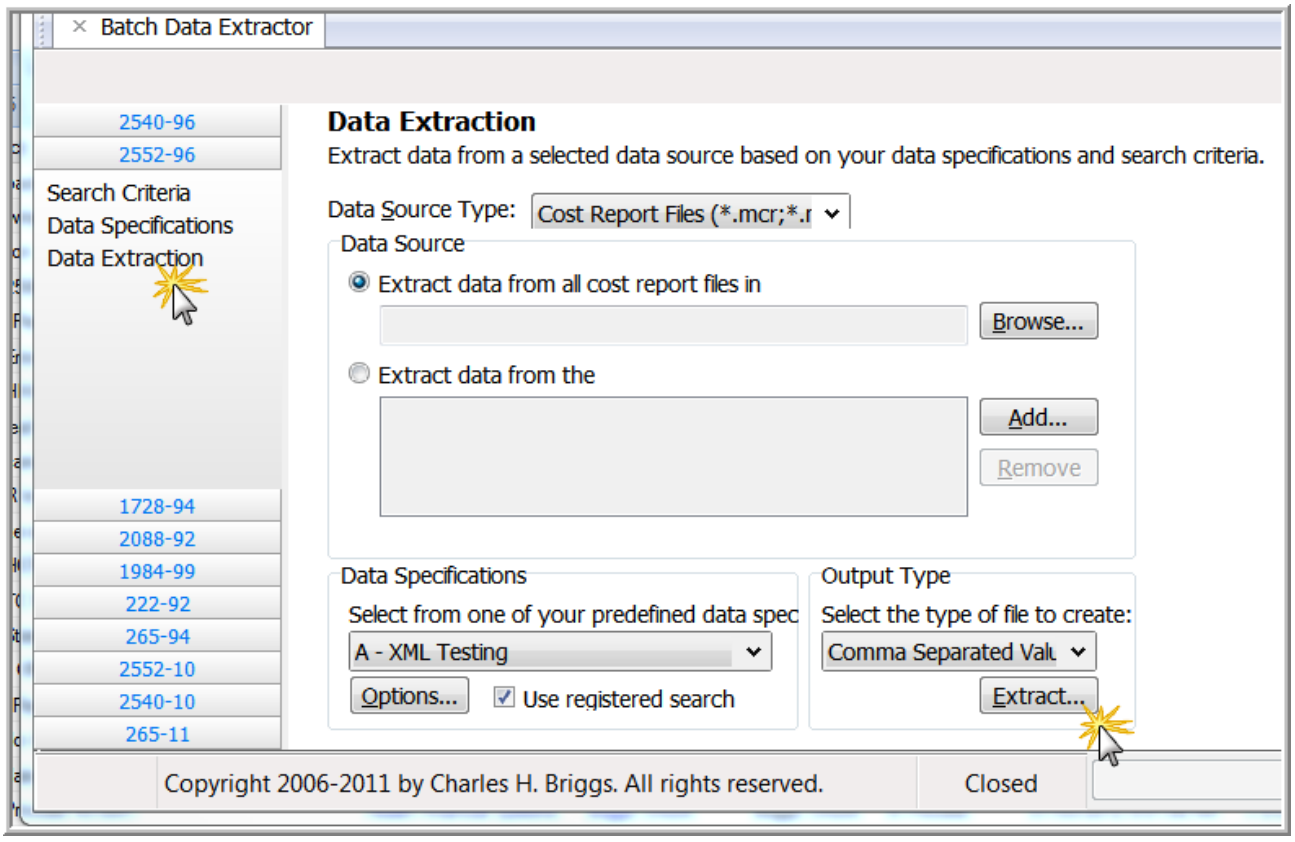
Notice that there is only one comma in this file. All worksheet identifier information is located to the left of the comma. This simplifies searching through the extracted data. If the data is text, or date formatted, or if there was not data to extract on that line, the extracted data or null value will be enclosed in quotes.

12.4 Data Extraction

The third configuration section is Data Extraction. Click **Data Extraction** to open the **Data Extraction** screen.



The first step is to choose the type of cost reports you want to extract data from. Select a type of cost report from the Data Source Type list. Next, select the data source. You can select data from all cost reports in a folder or select specific cost report files to extract data from. Select one option and then identify the folder or the cost report files.

The third step is to select a Data Specification. Choose a specification from the list of available specifications. You can also click **Options** to open the **Data Extractor Options** dialog box where you can select the options discussed in the previous chapter.

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The final step is to select the output file type from the list of file types. After you select the type of file, click **Extract** to extract data and create the output file.

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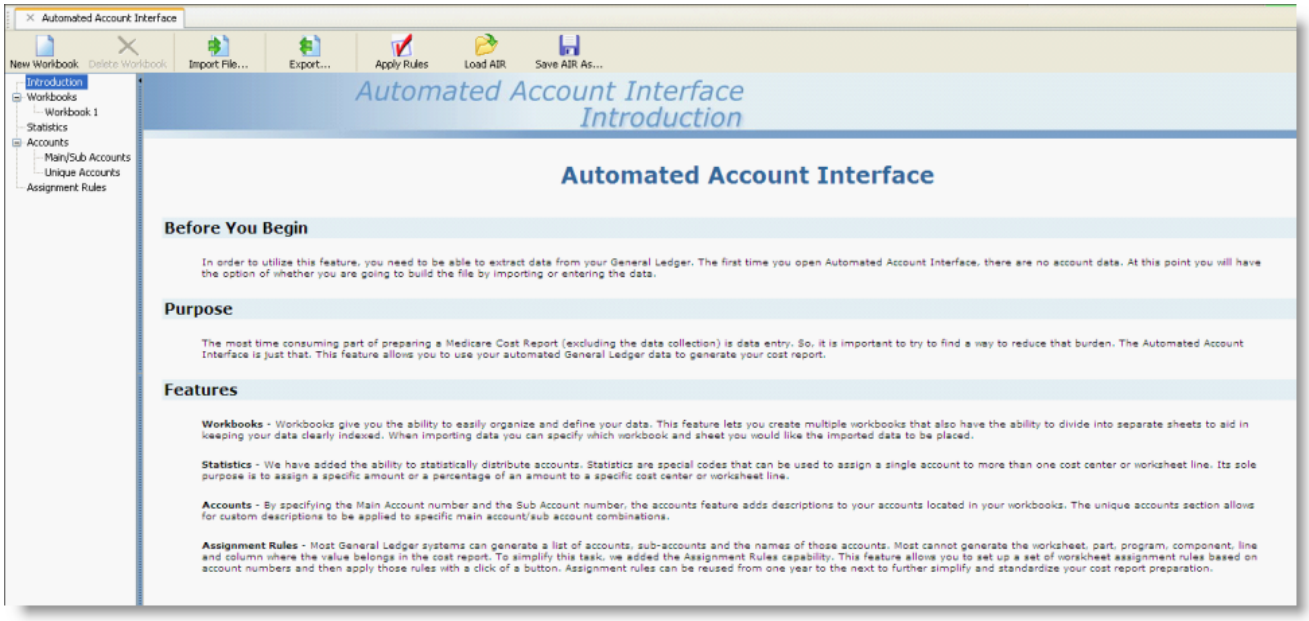
Automated Account Interface

The most time consuming part of preparing a Medicare cost report (excluding the data collection) is data entry. So, it is important to use every available tool to reduce that burden. The Automated Account Interface was designed to reduce data entry to an absolute minimum. AAI allows you to import a .csv or .xls file, cross-reference your data and then export it to your cost report. AAI is designed to automate the mass-download of data from a provider's general ledger, organize and map that data and export the data to any data entry enabled cell in the cost report.


Automated Account Interface
New Workbook
Delete Workbook
Import File...
Export...
Apply Rules
Load AIR
Save AIR As...
Introduction
Workbooks
Workbook 1
Statistics
Accounts
Main/Sub Accounts
Unique Accounts
Assignment Rules
Automated Account Interface
Introduction
Automated Account Interface
Before You Begin
In order to utilize this feature, you need to be able to extract data from your General Ledger. The first time you open Automated Account Interface, there are no account data. At this point you will have the option of whether you are going to build the file by importing or entering the data.
Purpose
The most time consuming part of preparing a Medicare Cost Report (excluding the data collection) is data entry. So, it is important to try to find a way to reduce that burden. The Automated Account Interface is just that. This feature allows you to use your automated General Ledger data to generate your cost report.
Features
Workbooks - Workbooks give you the ability to easily organize and define your data. This feature lets you create multiple workbooks that also have the ability to divide into separate sheets to aid in keeping your data clearly indexed. When importing data you can specify which workbook and sheet you would like the imported data to be placed.
Statistics - We have added the ability to statistically distribute accounts. Statistics are special codes that can be used to assign a single account to more than one cost center or worksheet line. Its sole purpose is to assign a specific amount or a percentage of an amount to a specific cost center or worksheet line.
Accounts - By specifying the Main Account number and the Sub Account number, the accounts feature adds descriptions to your accounts located in your workbooks. The unique accounts section allows for custom descriptions to be applied to specific main account/sub account combinations.
Assignment Rules - Most General Ledger systems can generate a list of accounts, sub-accounts and the names of those accounts. Most cannot generate the worksheet, part, program, component, line and column where the value belongs in the cost report. To simplify this task, we added the Assignment Rules capability. This feature allows you to set up a set of worksheet assignment rules based on account numbers and then apply those rules with a click of a button. Assignment rules can be reused from one year to the next to further simplify and standardize your cost report preparation.

The AAI screen allows you to get to all of the main functions of the system with the tool bar buttons. You can navigate between screens by selecting them in column on the left side of the screen. While using AAI you can work on your cost report in the top half of the cost report window.

The AAI information is stored in a file with an extension of .aaix. If you used the AAI feature in older versions of our software you will be able to open your AAI files and the system will convert them to the new .aaix format. The Automated Account Interface is available in the 2552-10, 2450-10, 1728-94, 1984-99, 2088-92, CHDR and the LTCIR systems.

See also: Batch AAI

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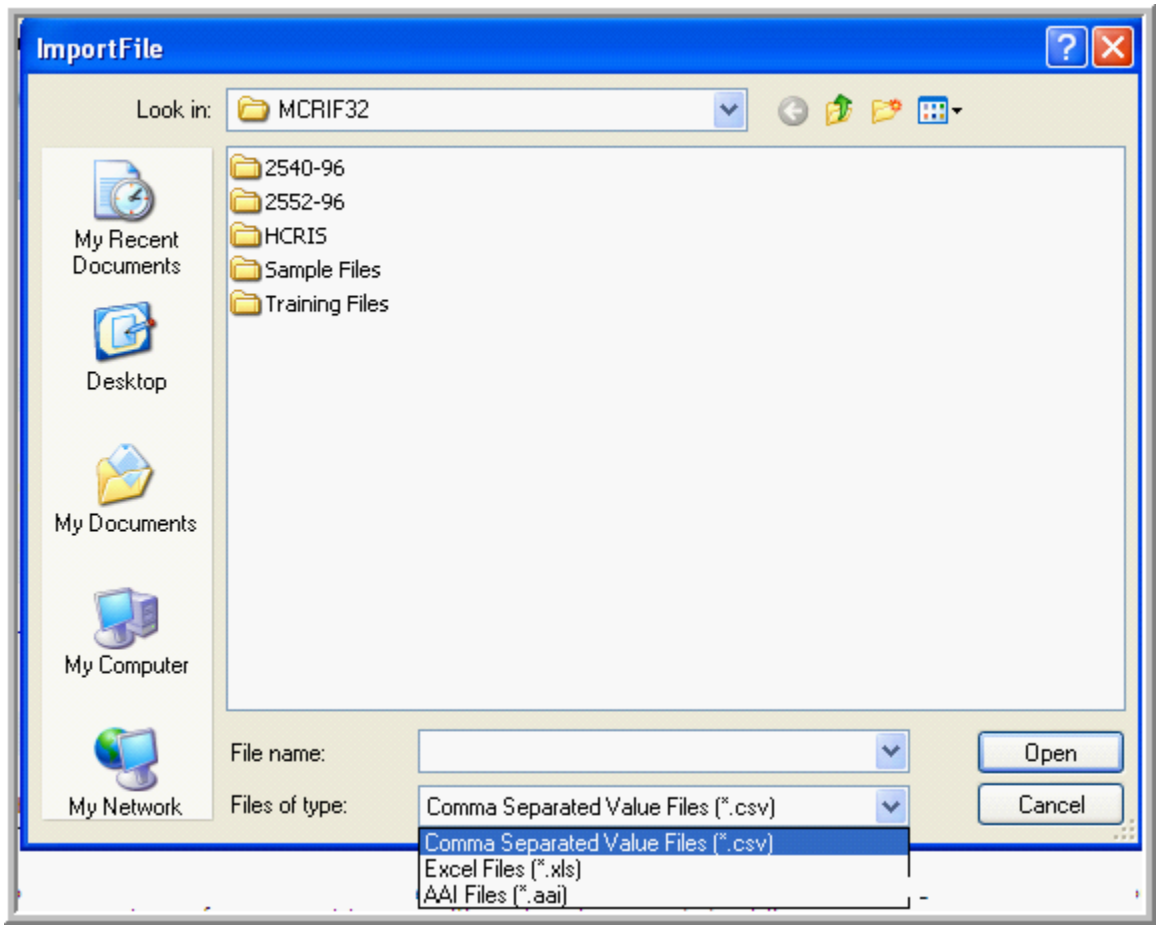
13.1 Import

To import the file that you have created from you general ledger system or other accounting software, click the **Import File** button on the tool bar.

Select the **Files of Type** box to select either a .csv,, .xls or .AAI file.



Next, the Import Wizard will let you choose a file layout or define your file layout if it does not match one of the options.

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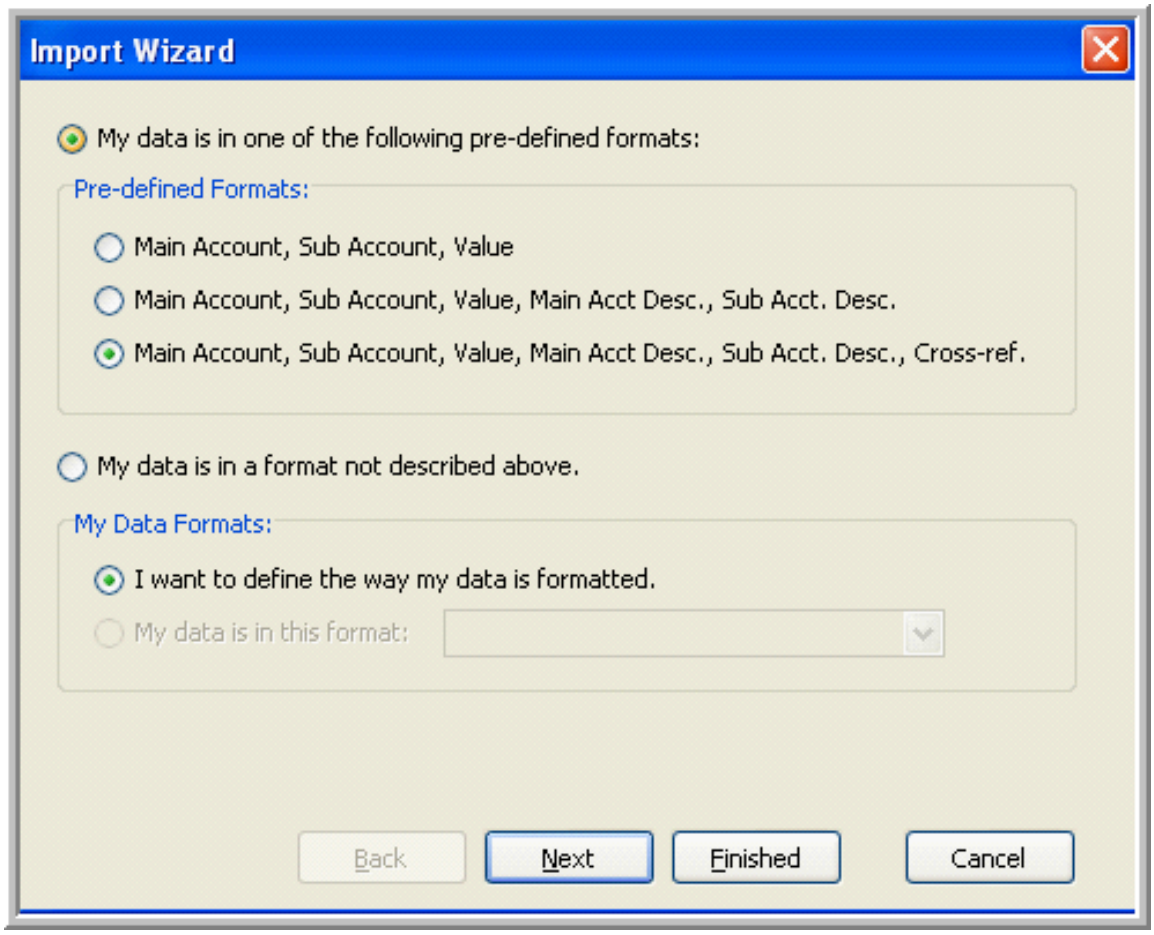
Import Wizard
My data is in one of the following pre-defined formats:
Pre-defined Formats:
Main Account, Sub Account, Value
Main Account, Sub Account, Value, Main Acct Desc., Sub Acct. Desc.
Main Account, Sub Account, Value, Main Acct Desc., Sub Acct. Desc., Cross-ref.
My data is in a format not described above.
My Data Formats:
I want to define the way my data is formatted.
My data is in this format:
Back
Next
Finished
Cancel

The HFS pre-defined file formats are for .csv files in the following formats:

1. Account,Subaccount,Dollars

2. Account,Subaccount,Dollars,Account_Names,Subaccount_Names

3. Account,Subaccount,Dollars,Account_Names,Subaccount_Names, Cross_Reference_Data

All formats assume that the fields are separated by commas. You should not have commas in the *Account_Name* or *Subaccount_Name* fields. You cannot have commas or dollar signs in the **Dollars** field.

In the second format, the system will determine whether you have one or two account names. If you have two account names, they will be stored as the Main Account and Subaccount names. If you only have one name, the system will store it as the unique label for that combination of account and sub account.

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The third option when importing will allow you to import the cross-reference data. The cross-reference data must contain six components separated by commas: Worksheet, Part, Program, Component, Line and Column. If the Worksheet does hot have a Part, Program or Component, enter zeros or have nothing between the commas. Entering the cross-reference data requires some familiarity with the system. If you are not sure what needs to go into the cross-reference values, go into the Automated Account Window and enter the worksheet for which you will be supplying cross-reference data. The following are some examples of cross-reference data.

Worksheet A, line 1, column 2: “A,0,0,0,1,2”

Hospital Worksheet E-3, Part III, Title 18, SNF, line 7, column 2: “E3,3,18,7,7,2”

SNF Worksheet E, Part III, Title 18, SNF, line 9, column 1: “E,3,18,1,9,1”

HHA Worksheet D, Part II, Title 18, line 13, column 2: “D,0,0,0,13,2”

If you are downloading cross-reference data, you must include two account names: Account_Name and Subaccount_Name. If you do not have a Subaccount name, enter an extra comma or space and comma (“Account_Name,,” or ”Account_Name, ,”). If your file is not in one of the formats above, then select **My data is in a format not described above**. You can tell the system how the fields in your file are organized.

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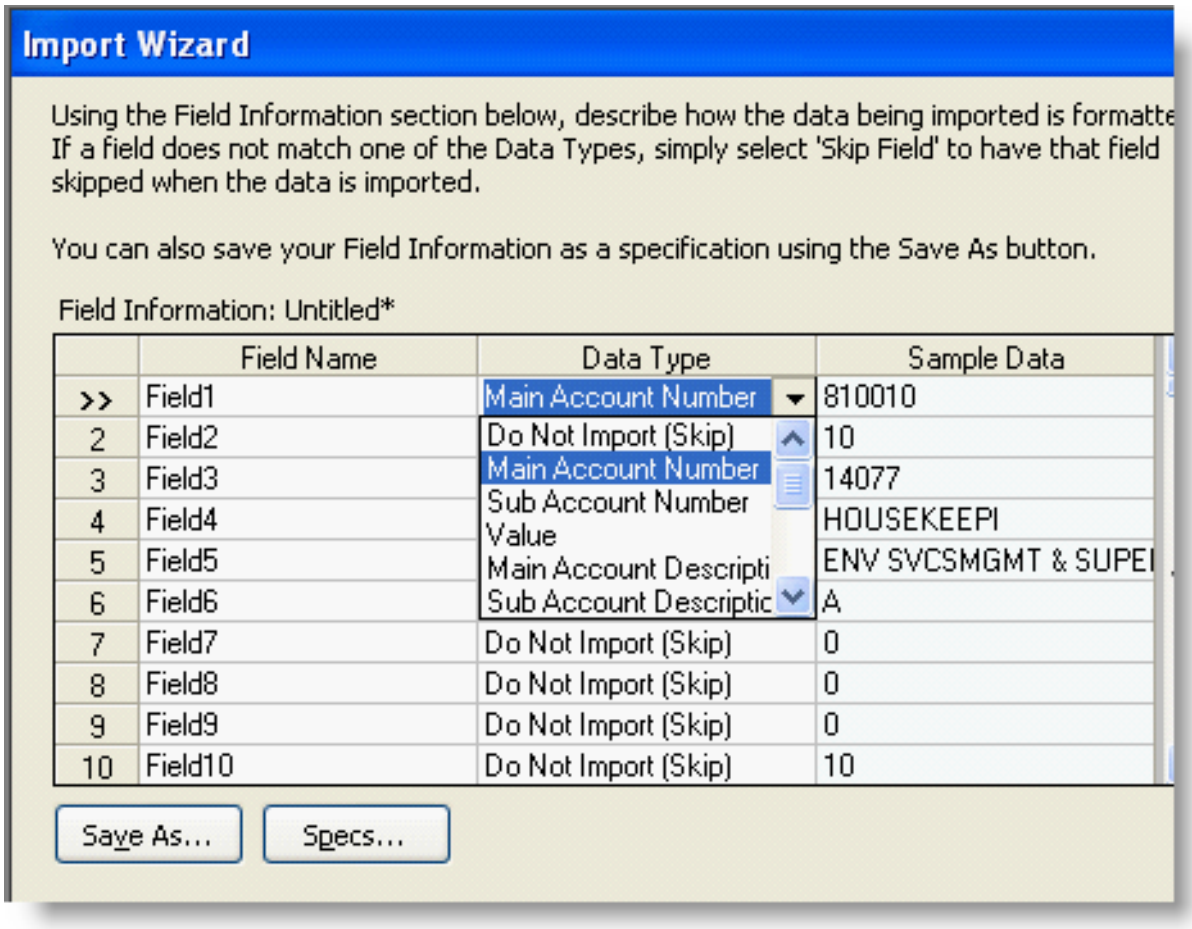
Import Wizard
Using the Field Information section below, describe how the data being imported is formatte
If a field does not match one of the Data Types, simply select 'Skip Field' to have that field skipped when the data is imported.
You can also save your Field Information as a specification using the Save As button.
Field Information: Untitled*
Field Name
Data Type
Sample Data
>> Field1 Main Account Number 810010
2 Field2 Do Not Import (Skip) 10
3 Field3 Main Account Number 14077
4 Field4 Sub Account Number HOUSEKEEPI
5 Field5 Value ENV SVCSMGMT & SUPEI
6 Field6 Main Account Descripti A
7 Field7 Sub Account Descriptic 0
8 Field8 Do Not Import (Skip) 0
9 Field9 Do Not Import (Skip) 0
10 Field10 Do Not Import (Skip) 10
Save As...
Specs...

The system will read your file and show the first record in the *Sample Data* column. Go to the **Data Type** column and click the down arrow to see the list of expected fields and choose the field that matches the Sample Data. If the field should not be imported leave the **Data Type** set to **Do Not Import (Skip)**.

You can Save this Specification by clicking the **Save As** button and use this the next time you want to import a file in this format.

When you select an AAI file to import, you will see the following screen, which lets you pick what you want to import from the AAI file.

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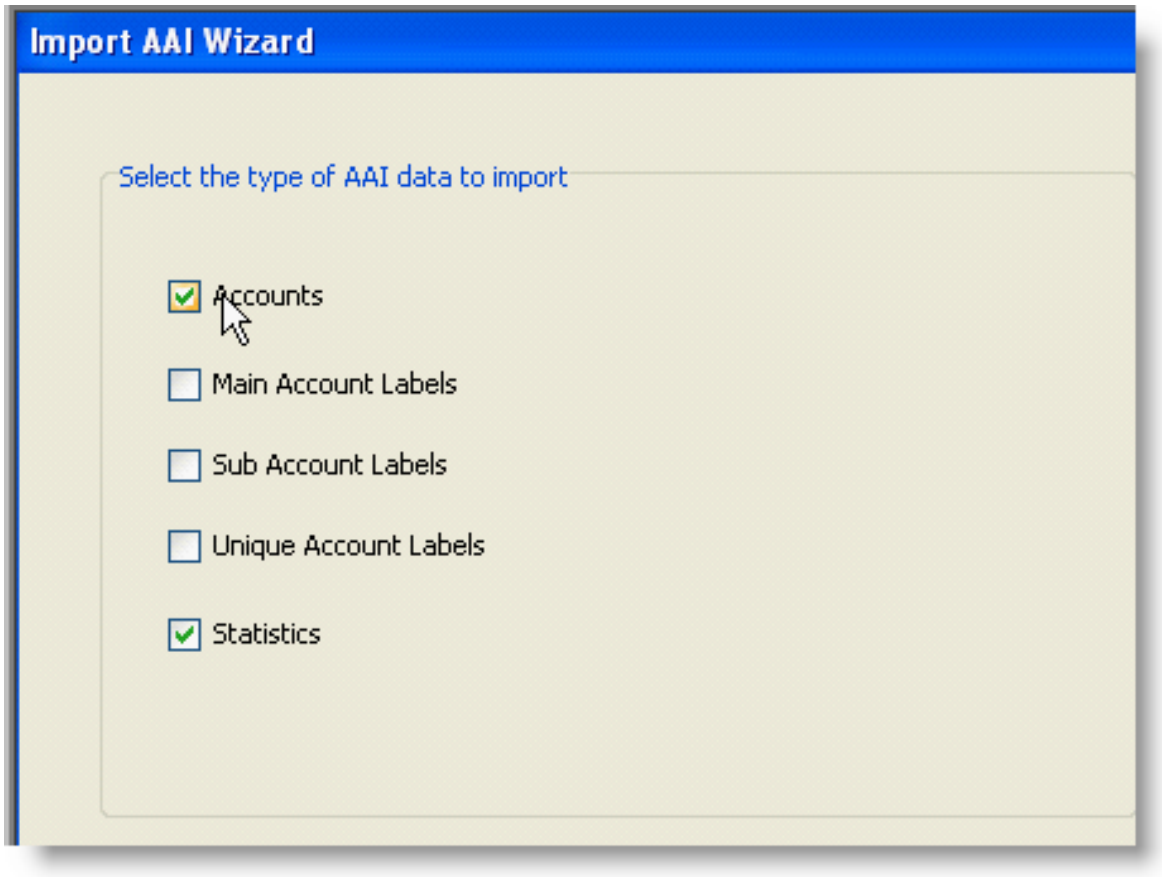

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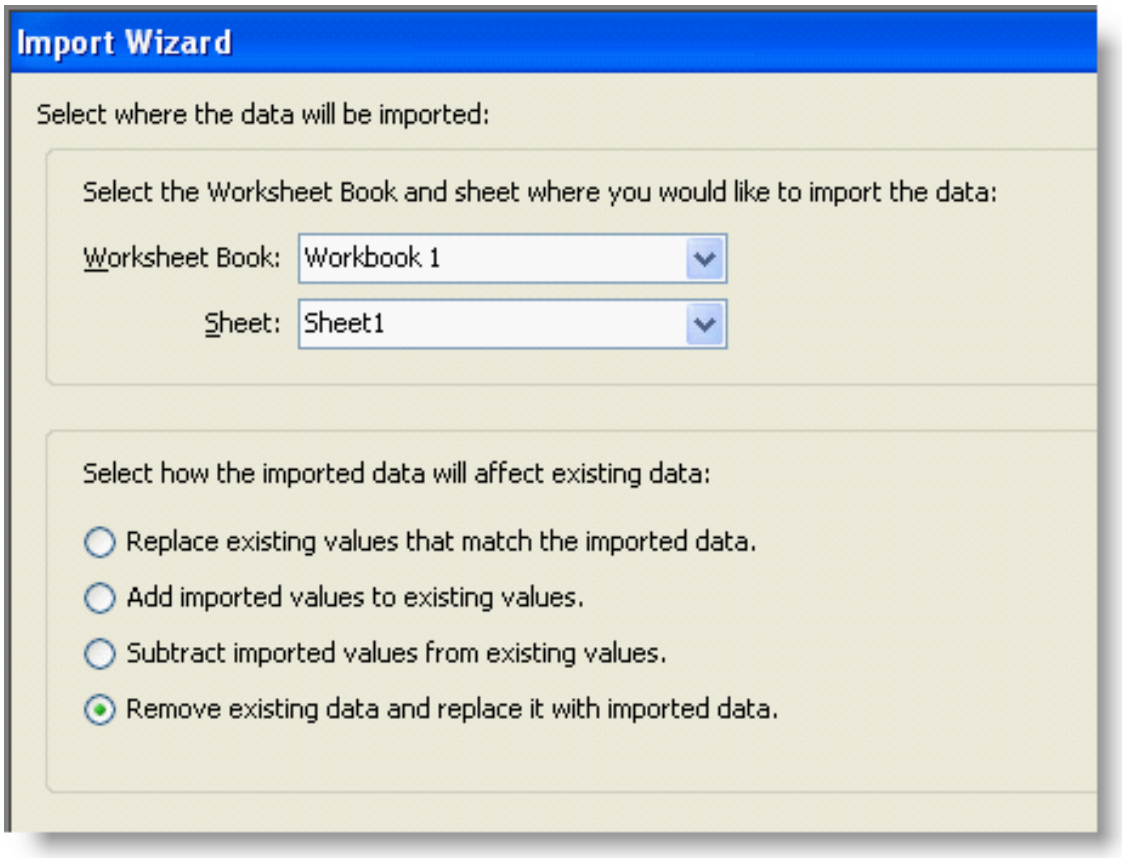
Import Wizard
Select where the data will be imported:
Select the Worksheet Book and sheet where you would like to import the data:
Worksheet Book:
Workbook 1
Sheet:
Sheet1
Select how the imported data will affect existing data:
Replace existing values that match the imported data.
Add imported values to existing values.
Subtract imported values from existing values.
Remove existing data and replace it with imported data.

The Import Wizard asks you to choose a destination and action for the imported data. If you will be importing one file the default destination, Workbook 1 and Sheet 1 should be left as is. If you have multiple files to import and you want to be able to view them, cross-reference them and export them individually then you should choose separate Workbooks or Sheets.

When importing the data, you have four "Action" options. The first and fourth options replace data. The first option only replaces the values (dollars, days, etc.). The other replace option, "Replace existing data with import data" deletes the entire sheet including all accounts, labels, dollars and cross-reference information and builds a new sheet using only the information in the import file. The system will warn you before it actually deletes the existing sheet.

The second and third import options add or subtract the incoming values to (or from) the existing values in the AAI file. These two options do not change the existing cross-reference information.

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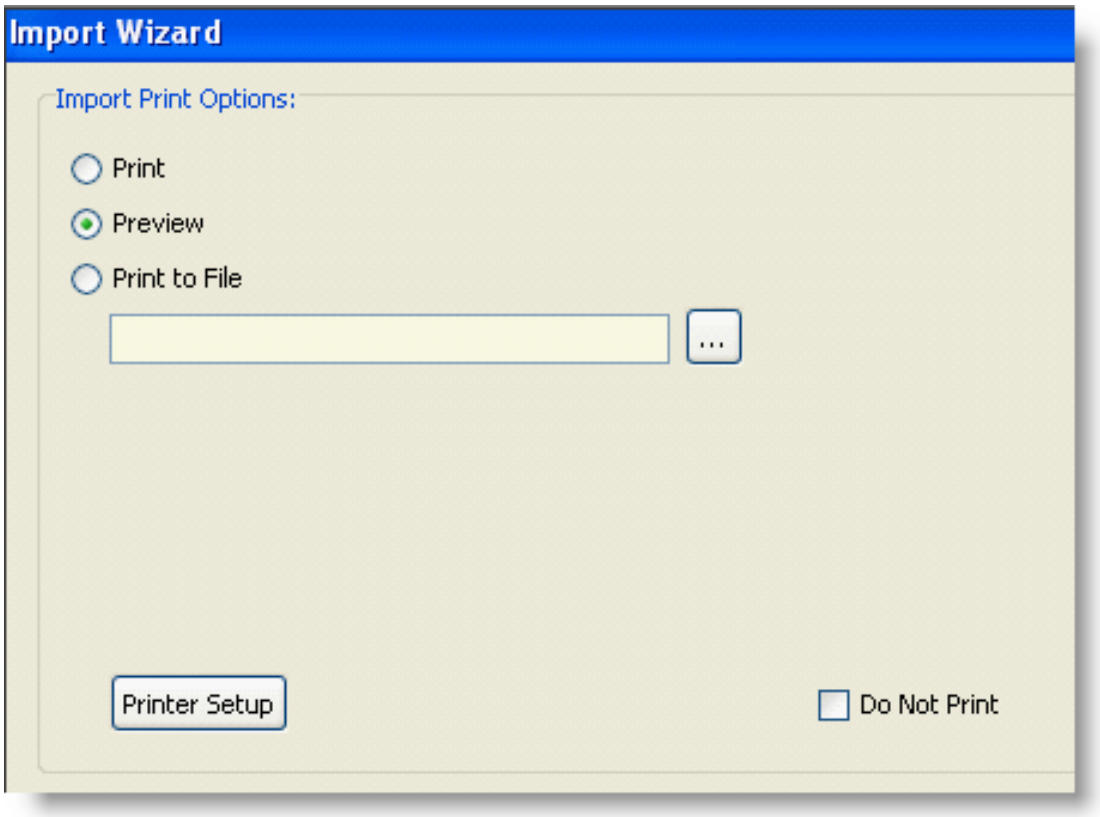
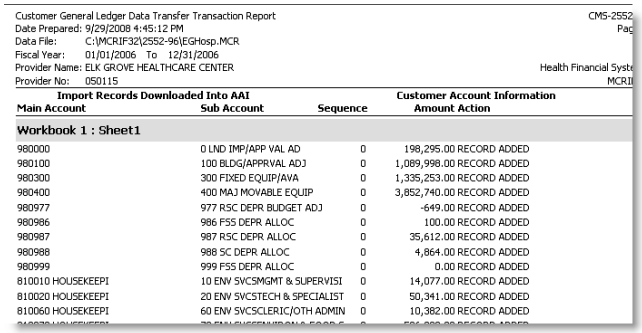


You can choose to **Print**, **Preview** or **Print to File** the report. You can also choose **Do Not Print**. The following report shows an example of an Imported file into a .aaix file that did not have any data. You will notice that the **Action** column repeats Record Added. If the file had previous matching data the **Action** column would read Record Updated. This report is very helpful when existing data is in place because it will show Records that have been Added and may need further attention.



Customer General Ledger Data Transfer Transaction Report — CMS-2552
Date Prepared: 9/29/2008 4:45:12 PM — Pag
Data File: C:\MCRIF32\2552-96\EGHosp.MCR
Fiscal Year: 01/01/2006 To 12/31/2006
Provider Name: ELK GROVE HEALTHCARE CENTER — Health Financial Syste
Provider No: 050115 — MCRI

Import Records Downloaded Into AAI			Customer Account Information	
Main Account	Sub Account	Sequence	Amount	Action
Workbook 1 : Sheet1				
980000	0 LND IMP/APP VAL AD	0	198,295.00	RECORD ADDED
980100	100 BLDG/APPRVAL ADJ	0	1,089,998.00	RECORD ADDED
980300	300 FIXED EQUIP/AVA	0	1,335,253.00	RECORD ADDED
980400	400 MAJ MOVABLE EQUIP	0	3,852,740.00	RECORD ADDED
980977	977 RSC DEPR BUDGET ADJ	0	-649.00	RECORD ADDED
980986	986 FSS DEPR ALLOC	0	100.00	RECORD ADDED
980987	987 RSC DEPR ALLOC	0	35,612.00	RECORD ADDED
980988	988 SC DEPR ALLOC	0	4,864.00	RECORD ADDED
980999	999 FSS DEPR ALLOC	0	0.00	RECORD ADDED
810010 HOUSEKEEPI	10 ENV SVCSMGMT & SUPERVISI	0	14,077.00	RECORD ADDED
810020 HOUSEKEEPI	20 ENV SVCSTECH & SPECIALIST	0	50,341.00	RECORD ADDED
810060 HOUSEKEEPI	60 ENV SVCSCLERIC/OTH ADMIN	0	10,382.00	RECORD ADDED

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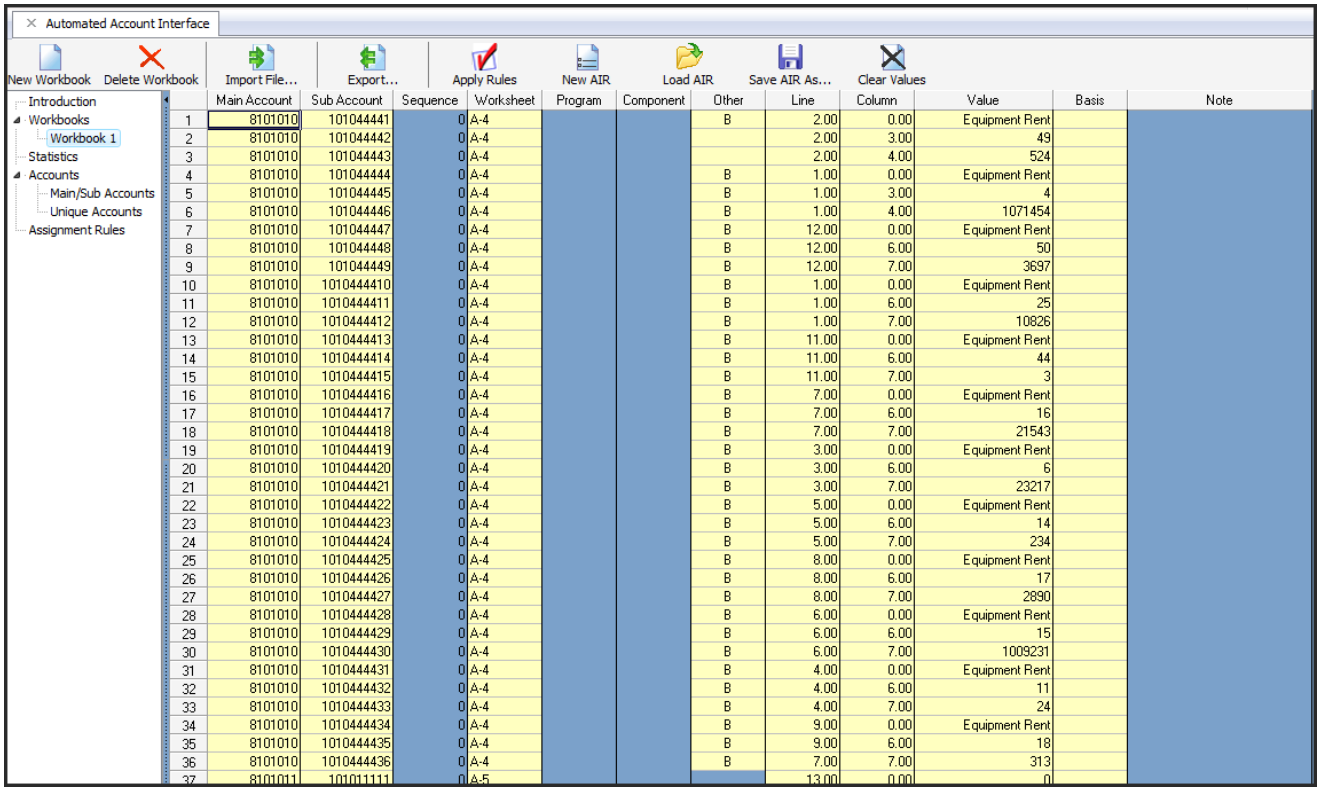
13.2 The Main AAI Screen

Your imported data will be displayed on the main AAI screen.



	Main Account	Sub Account	Sequence	Worksheet	Program	Component	Other	Line	Column	Value	Basis	Note
1	8101010	101044441	0	A-4			B	2.00	0.00	Equipment Rent		
2	8101010	101044442	0	A-4				2.00	3.00	49		
3	8101010	101044443	0	A-4				2.00	4.00	524		
4	8101010	101044444	0	A-4			B	1.00	0.00	Equipment Rent		
5	8101010	101044445	0	A-4			B	1.00	3.00	4		
6	8101010	101044446	0	A-4			B	1.00	4.00	1071454		
7	8101010	101044447	0	A-4			B	12.00	0.00	Equipment Rent		
8	8101010	101044448	0	A-4			B	12.00	6.00	50		
9	8101010	101044449	0	A-4			B	12.00	7.00	3697		
10	8101010	1010444410	0	A-4			B	1.00	0.00	Equipment Rent		
11	8101010	1010444411	0	A-4			B	1.00	6.00	25		
12	8101010	1010444412	0	A-4			B	1.00	7.00	10826		
13	8101010	1010444413	0	A-4			B	11.00	0.00	Equipment Rent		
14	8101010	1010444414	0	A-4			B	11.00	6.00	44		
15	8101010	1010444415	0	A-4			B	11.00	7.00	3		
16	8101010	1010444416	0	A-4			B	7.00	0.00	Equipment Rent		
17	8101010	1010444417	0	A-4			B	7.00	6.00	16		
18	8101010	1010444418	0	A-4			B	7.00	7.00	21543		
19	8101010	1010444419	0	A-4			B	3.00	0.00	Equipment Rent		
20	8101010	1010444420	0	A-4			B	3.00	6.00	6		
21	8101010	1010444421	0	A-4			B	3.00	7.00	23217		
22	8101010	1010444422	0	A-4			B	5.00	0.00	Equipment Rent		
23	8101010	1010444423	0	A-4			B	5.00	6.00	14		
24	8101010	1010444424	0	A-4			B	5.00	7.00	234		
25	8101010	1010444425	0	A-4			B	8.00	0.00	Equipment Rent		
26	8101010	1010444426	0	A-4			B	8.00	6.00	17		
27	8101010	1010444427	0	A-4			B	8.00	7.00	2890		
28	8101010	1010444428	0	A-4			B	6.00	0.00	Equipment Rent		
29	8101010	1010444429	0	A-4			B	6.00	6.00	15		
30	8101010	1010444430	0	A-4			B	6.00	7.00	1009231		
31	8101010	1010444431	0	A-4			B	4.00	0.00	Equipment Rent		
32	8101010	1010444432	0	A-4			B	4.00	6.00	11		
33	8101010	1010444433	0	A-4			B	4.00	7.00	24		
34	8101010	1010444434	0	A-4			B	9.00	0.00	Equipment Rent		
35	8101010	1010444435	0	A-4			B	9.00	6.00	18		
36	8101010	1010444436	0	A-4			B	7.00	7.00	313		
37	8101011	1010111111	0	A-5				13.00	0.00	0		

If you did not import the cross-reference information, you can enter the Page, Part, Program, Component, Line and Column information directly on this screen. You can sort the Account screen on any column just by clicking on the column heading. The first click on a column heading will sort it into ascending order and the second click will change it to descending order. This can be very helpful if you have an unexpected value on a particular line, you can sort by that line and find all the accounts that contribute to that line.

The system has the ability to store multiple .csv files in separate worksheets or workbooks. These can be set up as you import or by clicking on the **New Workbook** button on the AAI tool bar. You can switch between workbooks by clicking on the left hand task pane tree and worksheets within the workbook by clicking on the tabs at the bottom of the window.

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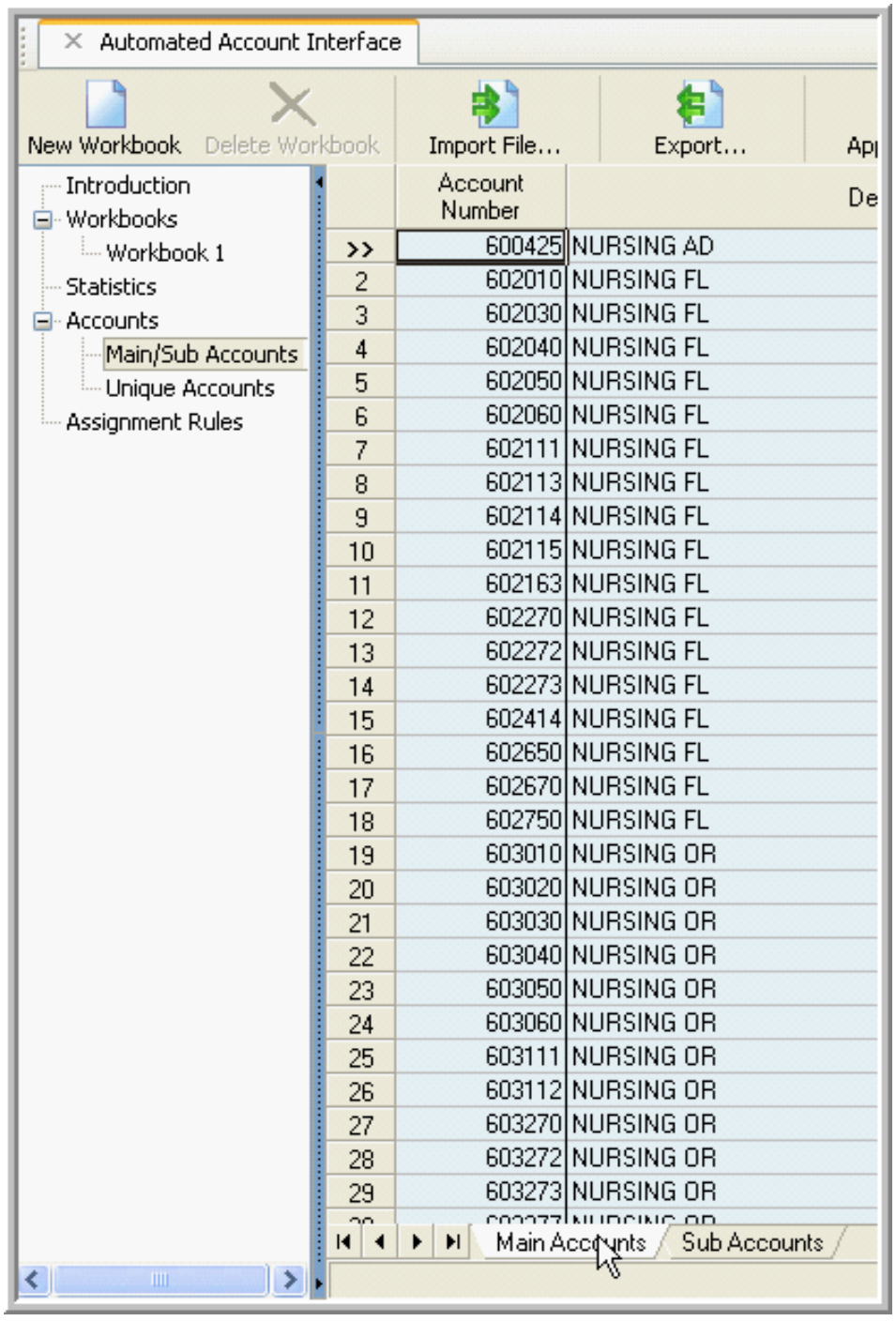

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The Main Account Descriptions, Sub Account Descriptions and Unique Account Descriptions can be viewed by clicking in the Left hand task pane tree on Accounts. The Account Descriptions can be viewed on the main screen at the bottom left of the screen individually as you scroll through your accounts. Descriptions can be edited on this screen. If you enter a unique line label, then that label only applies to that specific account and sub account combination. Unique line labels can be edited and added using this screen. When you enter or change a unique line label, it only affects the one entry. Unique labels can also be imported.

There is a snap line (dotted line) between the left hand task pane and the Account View Window. If you click on this snap line it will remove the task pane view and allow the Account View Window to use the whole window. Another click on the snap line will restore the left hand task pane.

Accounts can be added by typing them at the end of your worksheet. The account descriptions can then be added on the Accounts listing.

Accounts can be deleted by zeroing the account and sub account information on the worksheet screen or by highlighting the line and choosing CTRL+X to cut it. The amount column can be cleared by highlighting the entire column and choosing CTRL+X to cut the values. If you are using the same cross-reference for multiple providers, you can make a copy of the file and "Clear" all the values. Then when you download the new provider's data, it will not have any of the previous values. The same process can be applied to use last years file for this year, make a copy and "clear" the file.

13.3 Sequence

The Sequence number gives you the ability to have the same Main Account and Sub Account go to multiple places or to manually split the amount. Utilizing the sequence number, you can have two Worksheet, Part, Program, Component, Line and Column references. If you import a file that has a duplicate account/sub account combination, but different cross referencing the system will change the sequence code.

13.4 Manually Enter Cross-Reference Information

There are three ways to tell the system where your data should go in the cost report. The first is to enter your data on the AAI screen. You can manually type your entries into the *Worksheet, Program, Component, Other, Line* and *Column* cells. This sounds like a big job, but the system helps by repeating the above entry with whenever you press *Enter*. Usually groups of accounts share most cross referencing information so this process goes pretty quickly. Also, this file can be copied and used for the next facility's report or next year's report so you will only have to do the cross referencing once.

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13.5 Import Cross Reference Information

When you import your data you will be given the option to choose a format that includes the cross-reference data in your import file. The cross-reference data must contain six components separated by commas: Worksheet, Part, Program, Component, Line and Column. If the Worksheet does not have a Part, Program or Component, enter zeros or have nothing between the commas. Entering the cross-reference data requires some familiarity with the system. If you are not sure what needs to go into the cross-reference Values, go into the Automated Account Window and enter the worksheet for which you will be supplying cross-reference data. The following are some examples of cross-reference data.

```
Worksheet A, line 1, column 2:  "A,0,0,0,1,2"
Hospital Worksheet E-3, Part III, Title 18, SNF, line 7, column 2:
"E3,3,18,7,7,2"
SNF Worksheet E, Part III, Title 18, SNF, line 9, column 1:
"E,3,18,1,9,1"
HHA Worksheet D, Part II, Title 18, line 13, column 2:  "D,0,0,0,13,2"
```

If you are downloading cross-reference data, you must include two account names: Account_Name and Subaccount_Name. If you do not have a Subaccount name, enter an extra comma or space and comma ("Account_Name,," or "Account_Name, ,").

13.6 Assignment Rules

The third option is to use our Assignment Rules feature. Most GL systems can generate a list of accounts, sub accounts and the names of those accounts. Not all can generate the worksheet, part, program, component, line and column where the value belongs in the cost report. To simplify this task, we added the assignment rules capability.

Let's say that you have an overtime salary sub account #123. It is likely that this sub account occurs in 100 different departments. Instead of keying the cost report location 100 times, you generate a single assignment rule that states for the range of expense accounts, every time you see sub account #123, it goes to Worksheet A, column 1. When you apply the assignment rules, the system makes the 100 references for you.

Perhaps this same accounting system has an account (or department) #654. This account has 100 sub accounts (expense classifications). You would need to type the cost report location 100 times. Or, you can type a single assignment rule that says whenever you see department #654, put it on line 41 of the cost report. When you apply the assignment rules, the system makes the 100 references for you. To access the Assignment Rules click **Assignment Rules** in the task pane.

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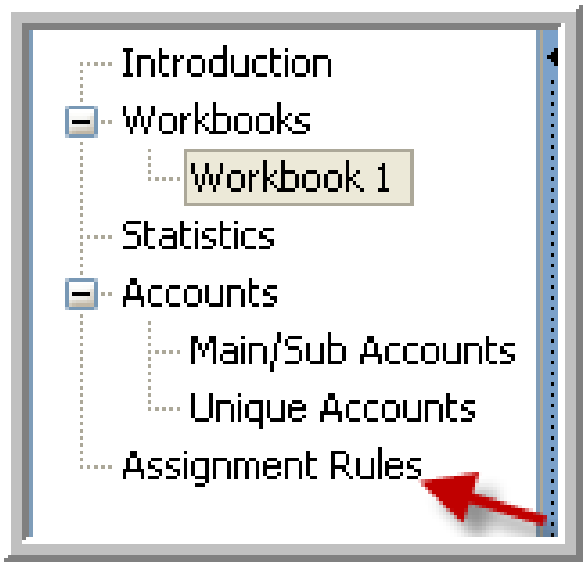

You can then enter or modify your rules in the Assignment Rules screen. If you do not enter a value (like the line number field in the following example), this field will not be completed for this rule when you Apply the rules. Entering a good description helps you recall what the rule does.

	Description	Main Account Range From	Main Account Range To	Sub Account Range From	Sub Account Range To	Add-On	Worksheet	Program	Component	Other	Line	Column	Basis
100	Institutional Supplies (6360 - 6370	6360	6379	0	0	0	A	00			21.00	0.00	
101	Non Salary (all subaccounts)	0	0	60000	79999	0	A	00			0.00	2.00	
102	Salary (60000 to 60999)	0	0	60000	60999	0	A	00			0.00	1.00	
103	Employee Benefits (62000)	0	0	62000	62999	0	A	00			5.00	0.00	
104	80000 Expenses	0	0	80000	89999	0	A	00			0.00	2.00	
105	Depreciation (71300 - 71699)	0	0	71300	71699	0	A	00			1.00	0.00	
106	Depreciation Movable (71700 - 7	0	0	71700	71999	0	A	00			4.00	0.00	
107	Interest (72300 - 72700)	0	0	72300	72700	0	A	00			88.00	0.00	
108	REVENUE MANAGEMENT(9750	9750	9750	0	0	0	A	00			6.00	0.00	
109	CARDIAC CATH (9790)	9790	9790	0	0	0	A	00			53.00	0.00	
110	DEVELOPMENT(9810 TO 9830)	9810	9830	0	0	0	A	00			99.02	0.00	
111	CORPORATE ADM 9070	9070	9070	0	0	0	A	00			6.00	0.00	

Rules can be inserted by keying CTRL+I. The order of the rules can be used to make exceptions to an already existing and broad rule. You can create a rule that affects a large range of accounts. Then add rules that replace the cross referencing for selected accounts.

The last three icons on the Automated Account Interface tool bar are for the Assignment Rules. When you are finished creating or editing the Assignment Rules you will click on the *Apply Rules* icon to have the assignment rules fill in your cross reference data on the AAI Account screen. When you apply rules you will be able to specify which workbook and sheet the rules should apply to. The Assignment Rules are stored in a file with an extension of .AIRX. After you have entered data you will save this file by choosing the Save AIR As icon. You can choose the location and name of the file at this time.

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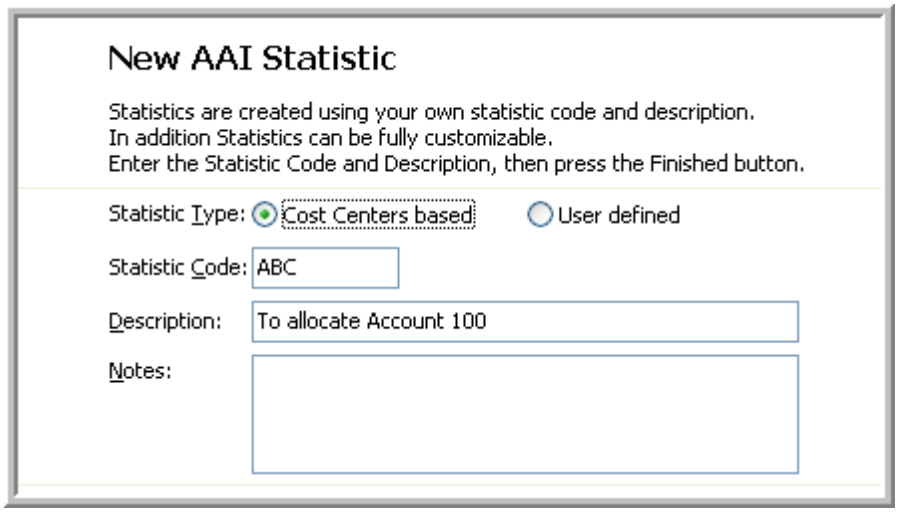
To select an existing .airx or .air file, click the **Load AIR** button. You can use the .airx file that you create for your next year's cost report, another facility with the same GL set up or share it with another cost report preparer.

13.7 Statistics

The system has the ability to statistically distribute accounts. The first step in this process is to define the statistics to be used. To add a statistic, click **Statistics** in the left hand task pane. On the **Statistics Screen**, you will see all the existing statistics listed at the top of the window. The bottom of the Statistics screen will allow you to add a new statistic. Type a new statistic code and a description of the statistic. The statistics code will be entered in the **Basis** column on the accounts screen for those accounts to be allocated using that statistic.



Once the statistic is defined, it must be entered. When you define a new statistic, you can either choose **Cost Center** based or **User Defined**. The following screen shows Cost Center based. The amounts you enter on each cost center will be used to allocate the account data to the lines. A running total is kept at the left.

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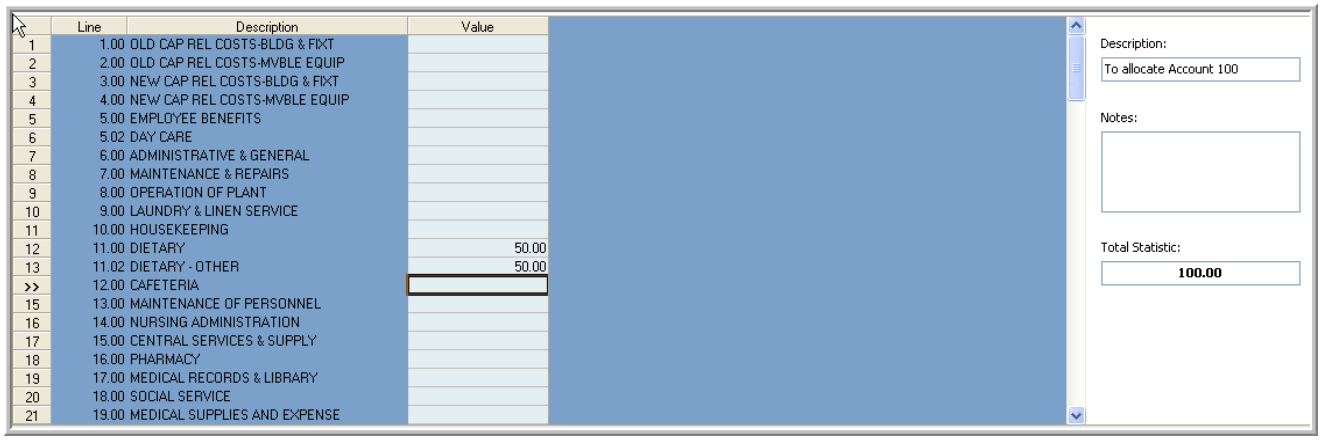
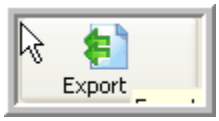


To modify a statistic, click its Code in the top of the window. You can also right click the statistic's Code and get the option to add a new statistic, delete a statistic or import a statistic. If you have statistics from a Prior Year or in another AAI file you can click **Import** and bring them into this file.

13.8 Export

Click the **Export** button to export your data from the Automated Account Interface to your cost report.



When you export AAI data you will be able to specify which workbook and sheet to export. Click to select the workbook and sheet. If there is only one sheet in a selected workbook, the sheet will be automatically selected when you select the workbook.

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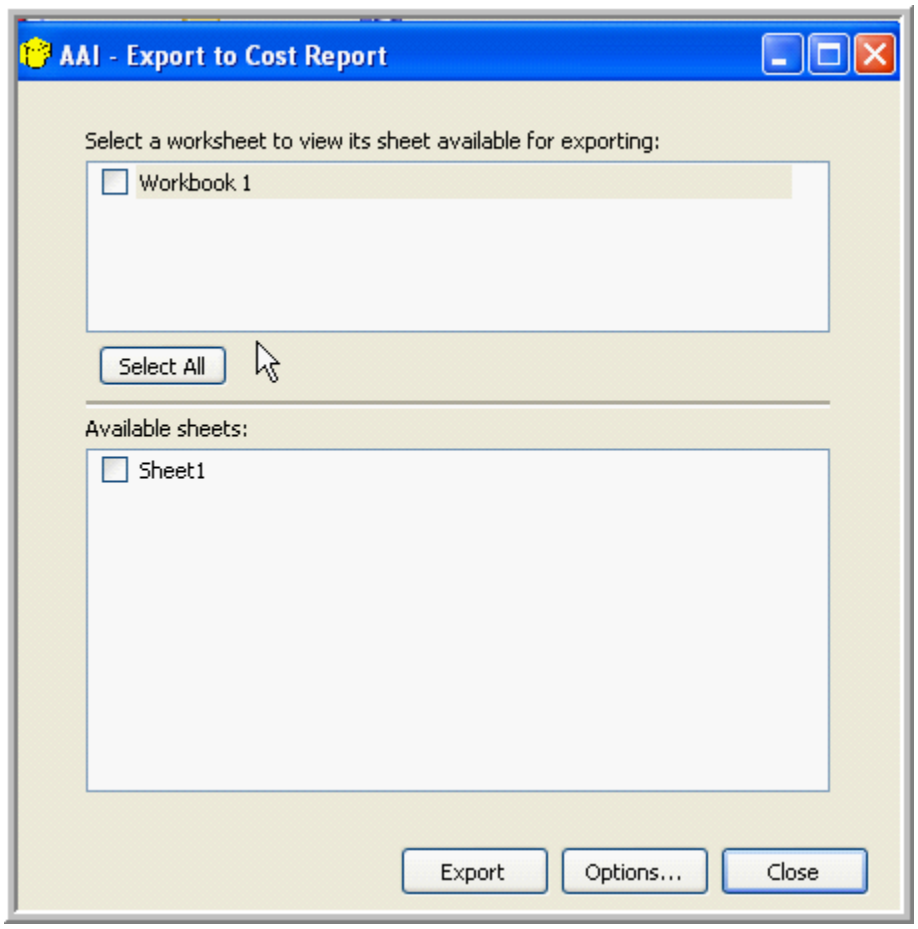

Click the **Options** button to configure the available options.

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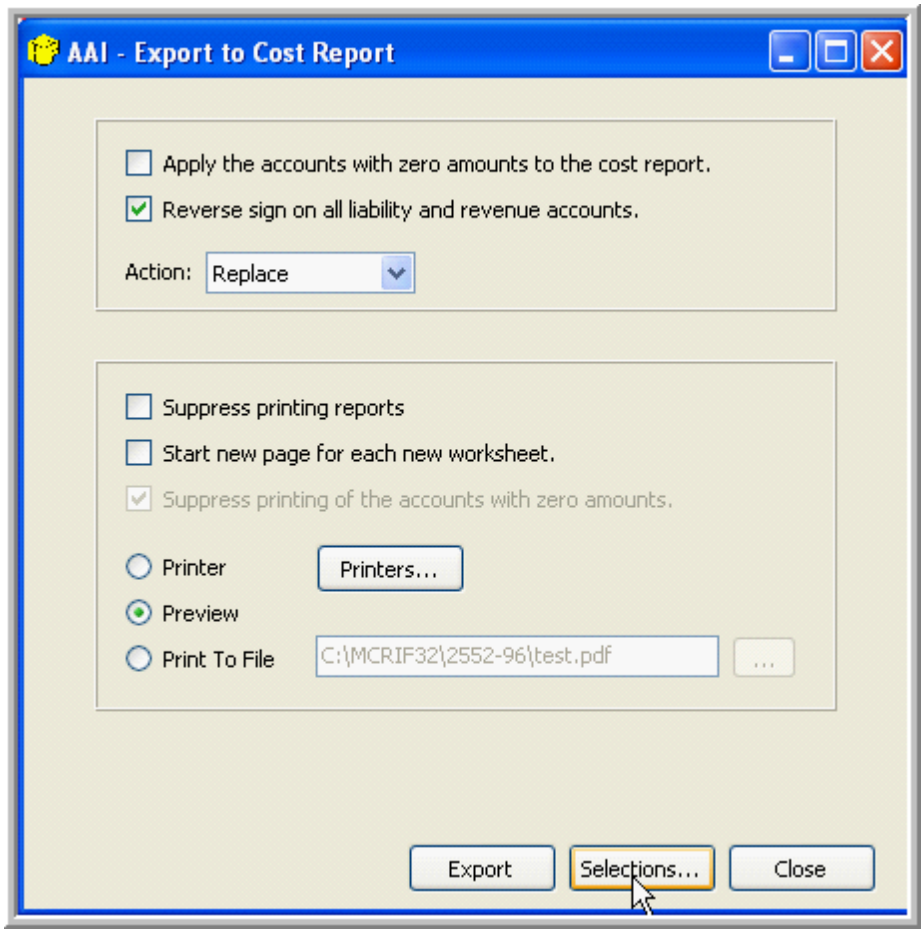

The first option allows you to not export accounts with zero amounts to the cost report. For this option you need to consider whether you already have data in the cost report that you do not want replaced with zeros from the AAI file. If you choose to apply accounts with zero amounts, AAI will replace existing cost report values with zeroes. Some users have very large charts of accounts. Individual providers may not use many of these accounts. We give you the option of not applying the accounts that do not have any dollars.

The second option allows you to reverse the sign on liability and revenue accounts. In a true trial balance all revenue and liability accounts are negative. In order to get these into the cost report correctly, it is necessary to reverse the signs. AAI will reverse the sign if the destination field in the cost report is a revenue or liability amount.

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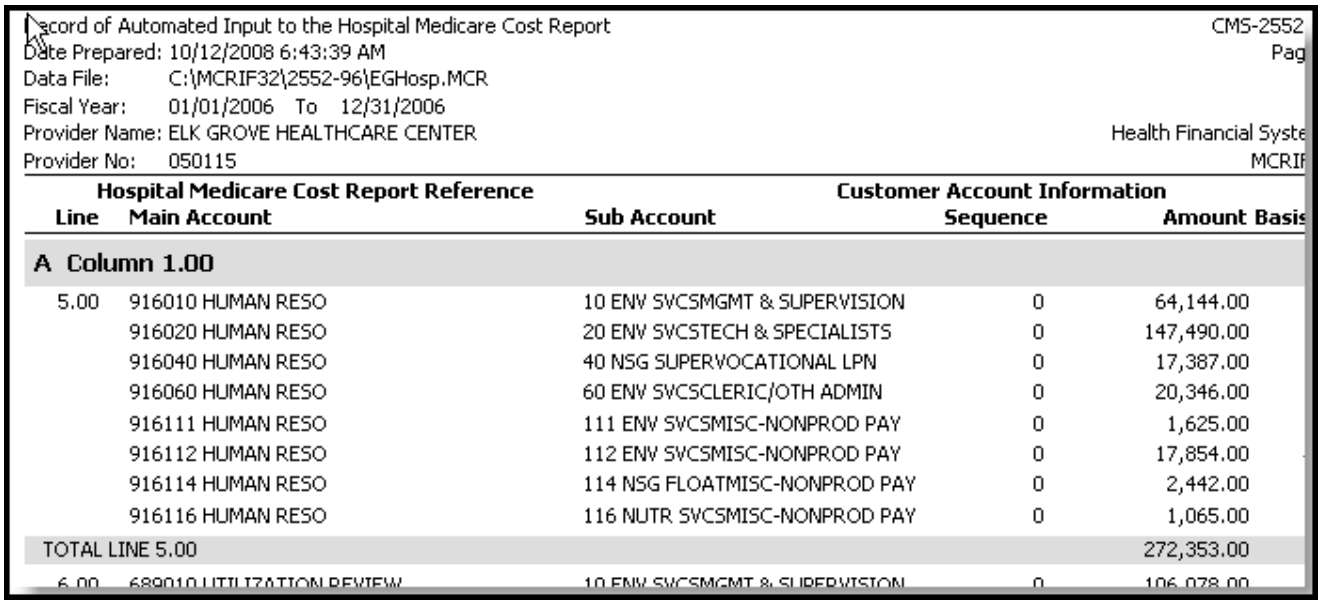
The third option is the type of Action. Chose to either replace existing cost report data or add AAI data to any existing cost report data. If you had sheets set up with monthly or quarterly data and you imported them one at a time you would choose Add because you would want your data to reflect the cumulative total of the data of all sheets you imported. If you were only using one sheet you would probably leave the default at rreplace.

You can suppress the printing of the export report. However, this report is one of the primary advantages of the export. The report is an audit trail showing you which accounts went into each line and column and worksheet in the cost report.



Record of Automated Input to the Hospital Medicare Cost Report — CMS-2552
Date Prepared: 10/12/2008 6:43:39 AM — Pag
Data File: C:\MCRIF32\2552-96\EGHosp.MCR
Fiscal Year: 01/01/2006 To 12/31/2006
Provider Name: ELK GROVE HEALTHCARE CENTER — Health Financial Syste
Provider No: 050115 — MCRI

Hospital Medicare Cost Report Reference		Customer Account Information		
Line	Main Account	Sub Account	Sequence	Amount Basis
A Column 1.00				
5.00	916010 HUMAN RESO	10 ENV SVCSMGMT & SUPERVISION	0	64,144.00
	916020 HUMAN RESO	20 ENV SVCSTECH & SPECIALISTS	0	147,490.00
	916040 HUMAN RESO	40 NSG SUPERVOCATIONAL LPN	0	17,387.00
	916060 HUMAN RESO	60 ENV SVCSCLERIC/OTH ADMIN	0	20,346.00
	916111 HUMAN RESO	111 ENV SVCSMISC-NONPROD PAY	0	1,625.00
	916112 HUMAN RESO	112 ENV SVCSMISC-NONPROD PAY	0	17,854.00
	916114 HUMAN RESO	114 NSG FLOATMISC-NONPROD PAY	0	2,442.00
	916116 HUMAN RESO	116 NUTR SVCSMISC-NONPROD PAY	0	1,065.00
TOTAL LINE 5.00				272,353.00
6.00	689010 UTILIZATION REVIEW	10 ENV SVCSMGMT & SUPERVISION	0	106,078.00

The report is organized by cost report worksheet, i.e. A, B-1, C part I. You can choose to start a new page of the report each time you change worksheets. The report can be printed to your printer, previewed or printed to a file.

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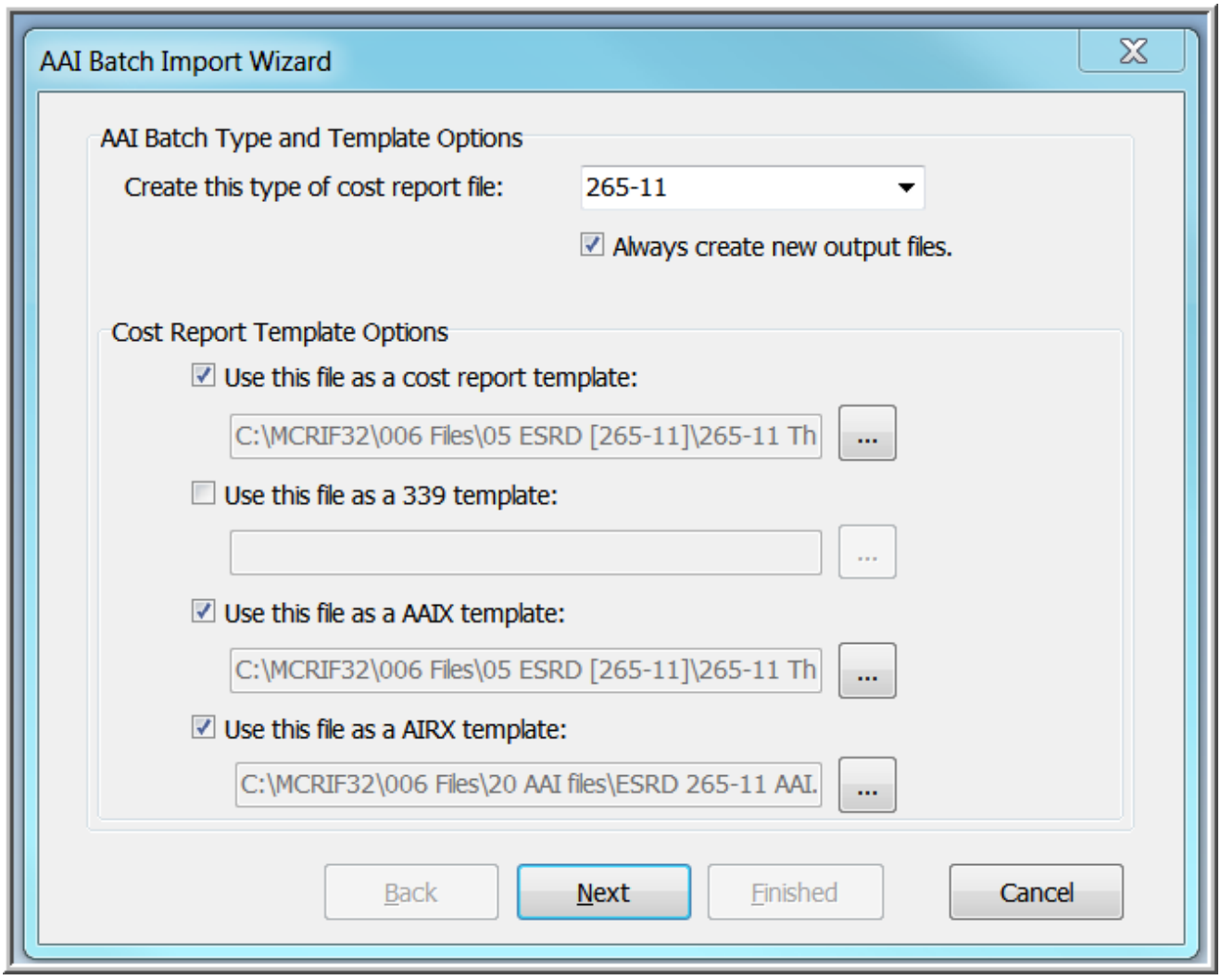
Batch AAI

We have many customers who use AAI to create multiple cost reports every year. We recognized the need for a batch process that would eliminate the repetitive steps required to create numerous cost reports, one at a time, using AAI. We developed Batch AAI. Batch AAI will create any number of cost reports in a batch process, using the AAI feature. With Batch AAI it is possible to create many cost reports all at once using the powerful AAI feature.

To start Batch AAI, open the **File** menu and select **Batch**, then click **Batch AAI**. The Batch AAI dialog box opens on your screen.



In

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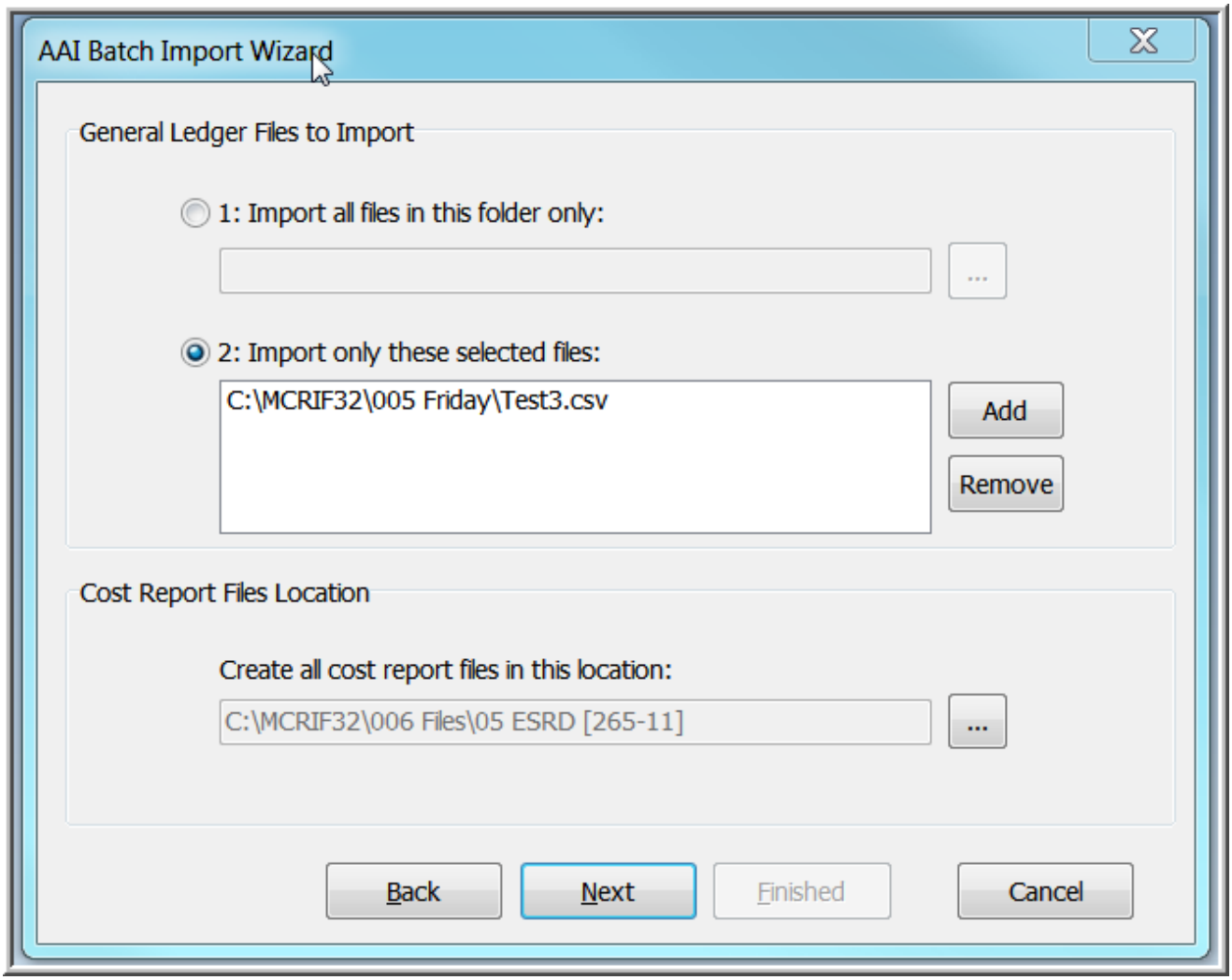
In the Batch AAI dialog box you select the type of cost report files you want to create in the batch process. You can create only one type of cost report file during a batch. Then select any of the Cost Report Template Options. You can use a cost report file of the same type as a template. You can do the same with a 339 file. You can also select an AAIX and AIRX file to use as templates. The cost report file and 339 template files will populate parts of your new cost report files with the data in those template files. The AIRX and AAIX templates allow you to create a batch of cost reports based on the same set of assignment rules and account structures.



In the next dialog box you select a folder that Batch AAI will import data files from. Alternatively, you can identify individual csv files to import data from during the batch processing. You also enter the output location for the files that will be created in the batch. Click **Next** when finished.

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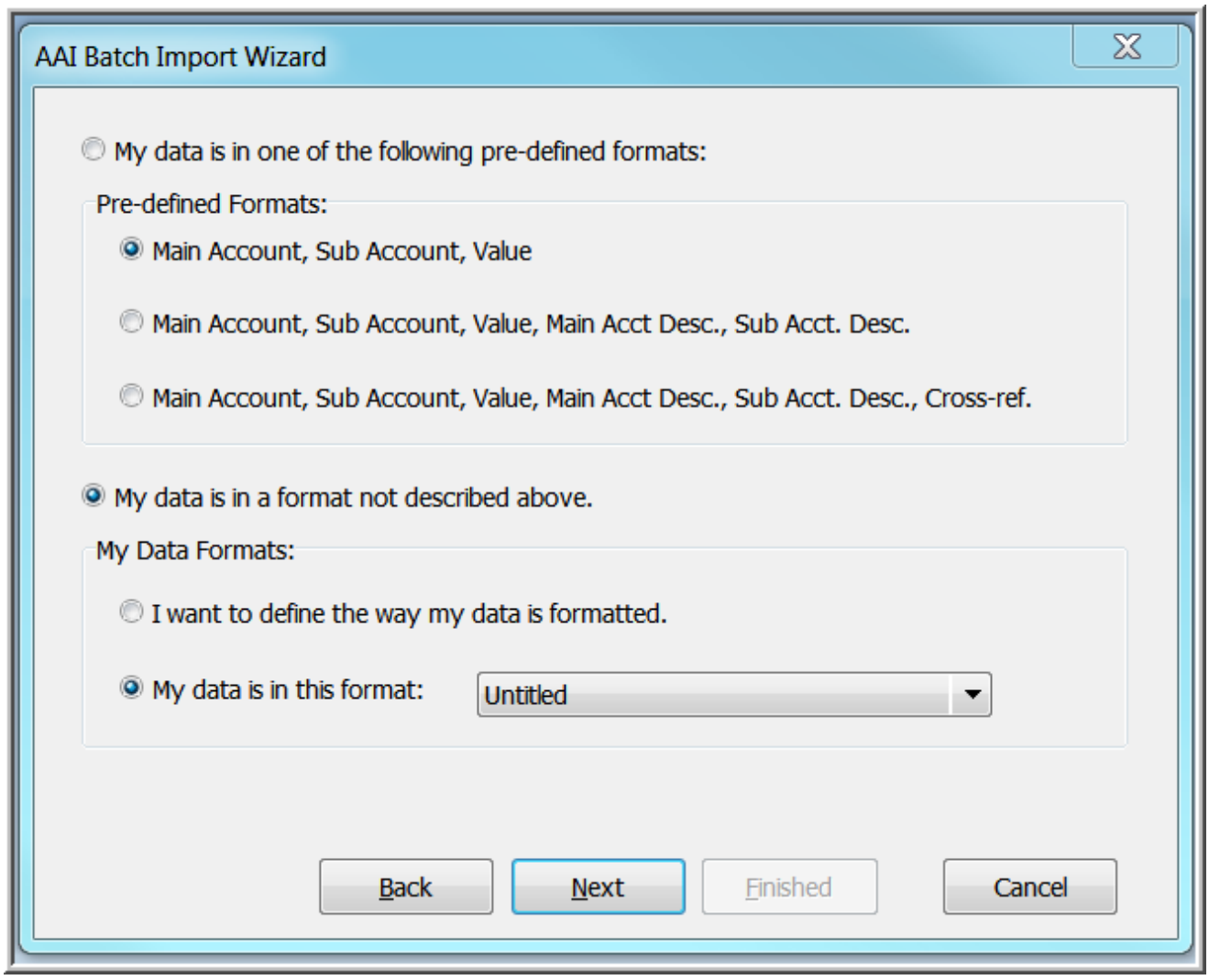
AAI Batch Import Wizard
My data is in one of the following pre-defined formats:
Pre-defined Formats:
Main Account, Sub Account, Value
Main Account, Sub Account, Value, Main Acct Desc., Sub Acct. Desc.
Main Account, Sub Account, Value, Main Acct Desc., Sub Acct. Desc., Cross-ref.
My data is in a format not described above.
My Data Formats:
I want to define the way my data is formatted.
My data is in this format:
Untitled
Back
Next
Finished
Cancel

The third step in the process requires you to select from pre-defined data formats for the data to be imported into AAI, or if there are none that are appropriate you have to define the name of the data format.

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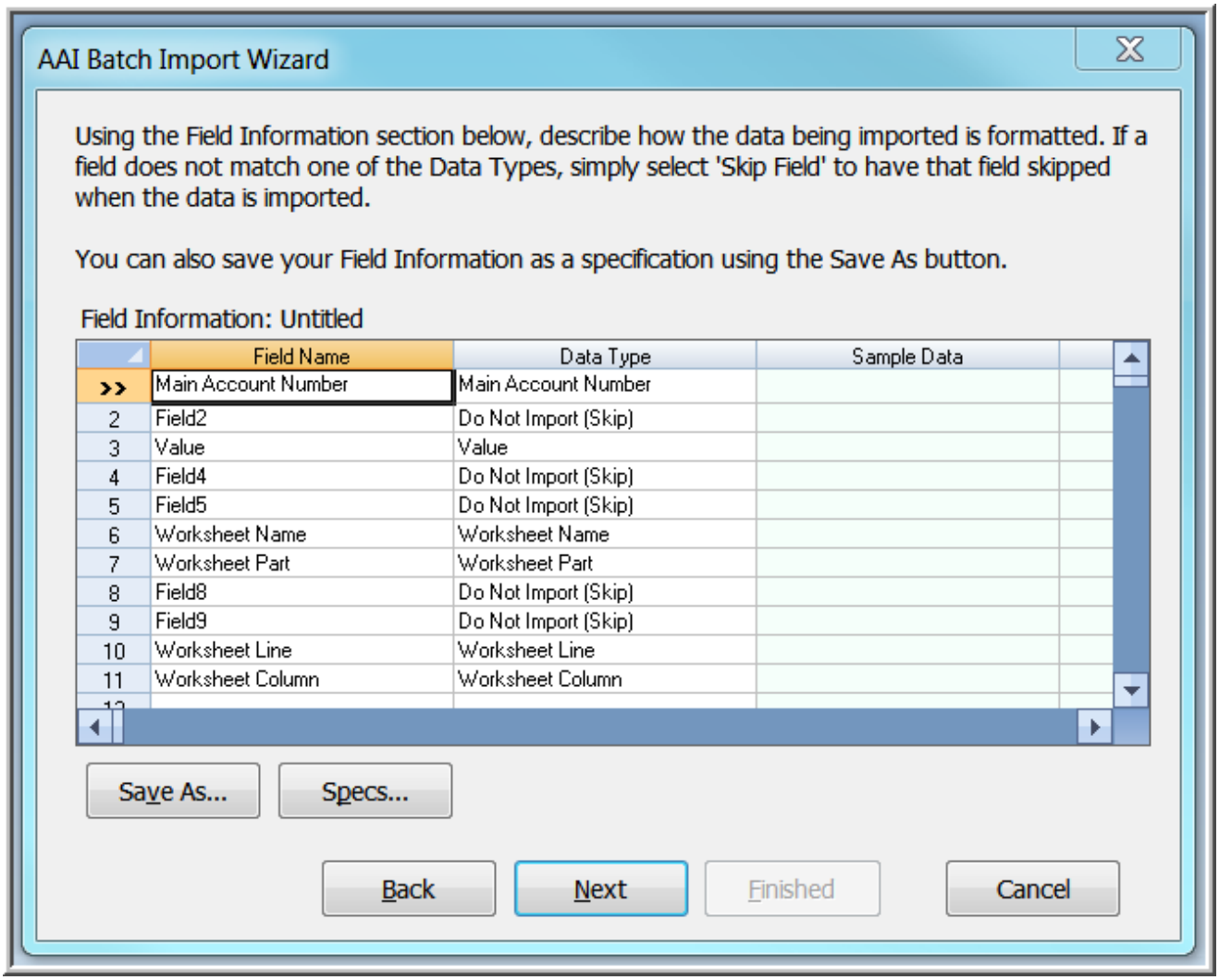
AAI Batch Import Wizard
Using the Field Information section below, describe how the data being imported is formatted. If a field does not match one of the Data Types, simply select 'Skip Field' to have that field skipped when the data is imported.
You can also save your Field Information as a specification using the Save As button.
Field Information: Untitled
Field Name
Data Type
Sample Data
>> Main Account Number Main Account Number
2 Field2 Do Not Import (Skip)
3 Value Value
4 Field4 Do Not Import (Skip)
5 Field5 Do Not Import (Skip)
6 Worksheet Name Worksheet Name
7 Worksheet Part Worksheet Part
8 Field8 Do Not Import (Skip)
9 Field9 Do Not Import (Skip)
10 Worksheet Line Worksheet Line
11 Worksheet Column Worksheet Column
Save As...
Specs...
Back
Next
Finished
Cancel

After you click **Next** you will enter the details of your data import specification, just as you would if you were using the regular AAI feature. When you are finished you can click **Save As** to save the specification under a new name, or click **Specs** to open another specification file. When you finish entering specifications, click **Next**.

The fifth step in the process is to select from the available options regarding how the imported data will affect existing data. Choose from the same four options available in regular AAI.

When you click **Next**, the Batch AAI process will start and you will see the **Batch AAI Progress** dialog box which shows the status and progress of each file imported during the batch process.

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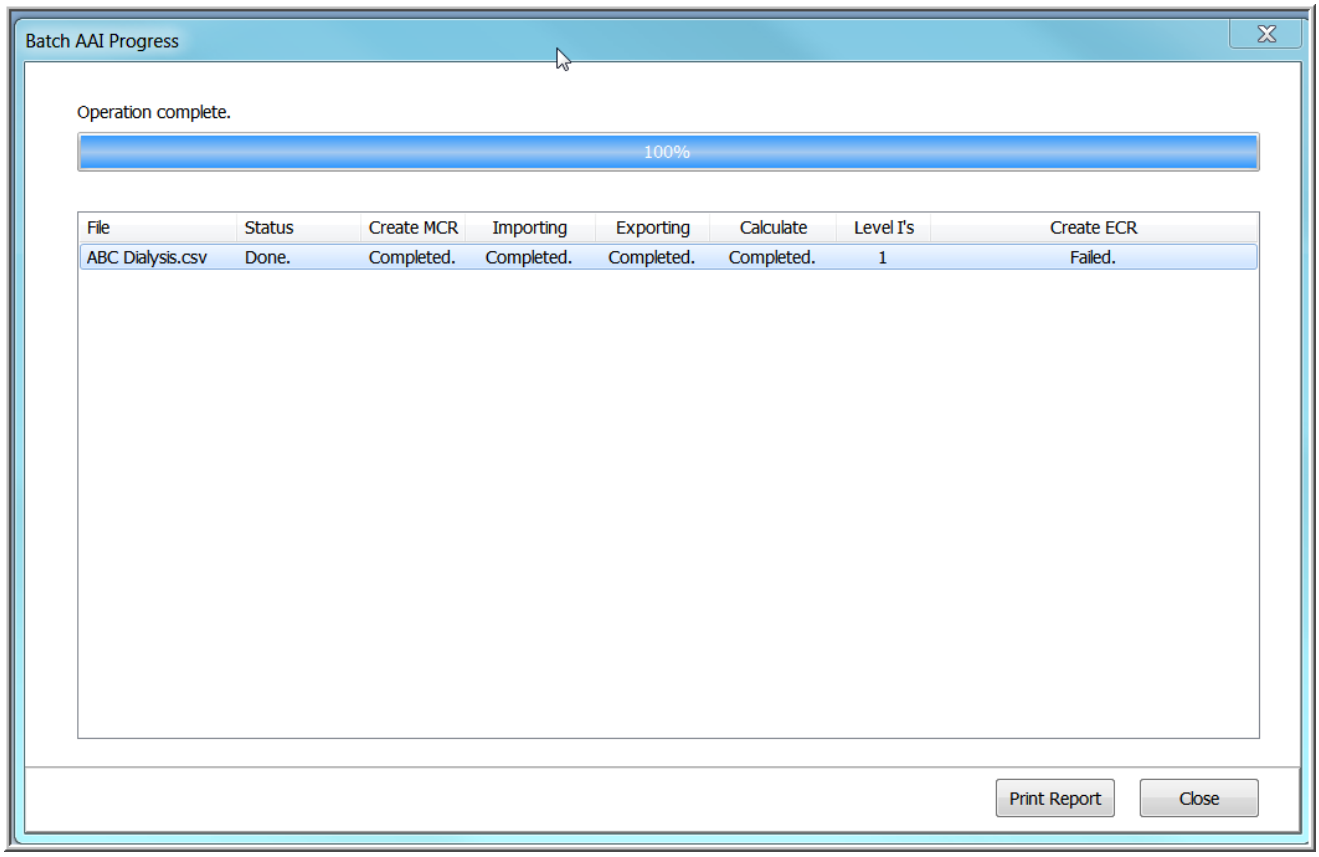

In the example shown above, the AAI import process was successful, except that there was a Level I edit in the cost report file created, and therefore an ECR was not created. When this happens you would have to open the cost report and resolve the condition that caused the Level I edit, recalculate the cost report and export the ECR files.

See also: AAI

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Special Reports

All of the HFS Special Reports (currently there are thirteen Special Reports) have been converted to worksheets. Like other worksheets, you can copy and paste, to or from these worksheets, as well as print them to a file (just like any other worksheet). You can also Batch Print any of the Special Reports (from the **File** menu point to **Batch** and select **Print Batch**. These reports are also accessible from the **Print** command on the **File** menu. (If there is no input required, the report is calculated along with the rest of the cost report, and can then be printed). Reports #910 and #920 require user input. Open the reports by selecting **Open** from the **File** menu and select the Reports from the list of all worksheets. Enter data in the Reports and then calculate the cost report.

The following is a detailed list and summary of the thirteen HFS Special Reports.

1. **Interns Residents (Bed/Census) Report, or SR #902** (see CMS Pub. 100-04, Section 20.2.3) – This is used to compute the Intern to bed ratio for IME payments and Capital IME (part of FISS). This is run for audit/settlement purposes. It may also be used for interim payment calculations. It is SR #902 in the list of worksheets displayed in the Print Form dialog box, and can be printed. To print the report from the Print Form dialog box, select SR #902, at the bottom of the worksheet list and click Print. You can also print to a file (PDF).

2. **Long Term Care (RCC) Report SR #903** – P.M. A-02-093 and Change Request #5202. This can be used to compute Long Term Care hospital's PPS payments, and Outliers. This can be run at Tentative and Final Settlement for interim payment purposes (FISS). The I&R to Beds Ratio Report, the I&R to Average Daily Census Ratio Report, and Medicaid Ratio, were incorporated in this report in 2/2007 to consolidate all info on one Report, and to incorporate changes made to the short stay outlier computation initiated in Pricer on 7/1/2006, per Change Request #5202. This includes the Bed Size and Average Length of Stay calculation (ALOS), for this report. It is SR #903 in the list of worksheets displayed in the Print Form dialog box, and can be printed by selecting SR #903 from the bottom of the list and clicking Print. You can also print to a file (PDF).

3. **CAH Medicare Impact Report or SR #905** - this report calculates the Medicare utilization (days to days), and applies this utilization factor to adjustments, to estimate Medicare Impact. It is SR #905 in the FILE, Print menu, (File, Print, SR #905 at the bottom of the list). You can also print to a file (PDF).

4. **Florida Medicaid Settlement Summary, SR #908** - this report has the special attestation for Florida Hospitals, on the W/S S settlement summary page. It is SR #908 in the FILE, Print menu, (File, Print, SR #908 at the bottom of the list). You can also print to a file (PDF).

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5. **CAH Per Diem with Bad Debt, SR #909** - this similar to the SR #910, but includes Bad Debt cost in the per diem calculation. It is SR #909 in the FILE, Print menu, (File, Print,SR #909 at the bottom of the list). You can also print to a file (PDF).

6. **CAH Per Diem Report**, or **SR #910** - this report calculates the per diem for Hospital, both Part A and Part B, as well as SW/Bed Part A and B. It is SR #910 in the FILE, Print menu, (*File, Print, SR #910* at the bottom of the list). You can also print to a file (PDF).

7. **Psych Rate Report SR #911** – Change Request #3541. After the cost report is calculated, click on Forms, Print, SR #911 (at the bottom of the list), and you can Print or Preview the report. This is the cost to charge ratio report for Psych Hospitals or Subproviders, effective for FY Begin 1/1/2005 and after. This provides the RCC for the interim rate setting. The I&R to Average Daily Census Report was incorporated in this report to make all Psych info available in one report, per Change request #3541. Use the Print Preview Icon to view/print the Report. You can also print to a file (PDF).

8. **CAH 96 Hour Verification Report, or SR #913** - Used to verify the 96 hour maximum stay for inpatients. We use the actual hours on Worksheet S-3 part I, column 4, but if these hours are "1" just to pass the edits, we also compute an estimated length of stay by dividing days by discharges, and multiplying by 24 hours. Use the Print Preview Icon to view/print the Report. You can also print to a file (PDF).

9. **OPPS RCC Report (Excluding Paramed Ed and Allied Health cost), or SR #916** - Change Request #5238 and P.M. A-03-004, is used to compute interim TOPs Payments and Outpatient PPS outliers. This is run for settlement and interim payment purposes. This Report replaced the OPPS RCC Report in 2/2007, as it is the same Report if there are no Paramed Ed costs. It can be printed (File, Print, SR #916, at the bottom of the list). You can also print to a file (PDF).

10. **Cost to Charge (RCC) Report, or SR #917** – Change Request #3966. This is used to compute the acute care PPS Operating and Capital cost to charge ratios, for Outliers; and DSH adjustment. This is run at Tentative, and to Settle reports, but may also be used to set interim payments, i.e. used to calculate the Medicaid ratio for FISS, to pay DSH during the year. You can Print (File, Print, SR #917, at the bottom of the list) the report, or Preview it. You can also print to a file (PDF).

11. **Pass Through Per Diem Report, or SR #918** – this report computes the Allied Health and Med Ed pass through costs, on a per diem basis. It is SR #918 in the 32-bit system, and can be printed (File, Print, SR #918, at the bottom of the list). You can also print to a file (PDF).

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12. **Rehab Rate Report (formally Special IRF Report), and now SR #920** – P.M. A-01-131 and Change Request #1921, #2978 (also see Pub.100-04, section 140.2.6). You can Preview or Print the SR #920. We compute the Medicaid ratio for LIP payment purposes. FIs use this report to update the provider payment history. This can be run each time the report is 'processed" (Tentative, Final, Reopening). The I&R to Average Daily Census Report was incorporated in this report to make all Rehab info available in one report, and is per Change Request #4037. The Medicaid ratio was added to this report per Change Request #1851. Use the Print Preview Icon to view/print the Report. You can also print to a file (PDF). We compute the Under/Over the Threshold amounts, and then transfer this Under/Over to the Acceptability Checklist.
13. **HITECH FISS Data Report, or SR #921** - this report displays the days, discharges, charges, and charity care, and cost of EHR equipment, for both CAH and Non CAH hospitals. This data is to entered in FISS within 5 days of acceptance.

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File Extensions

Extension	Description	Do you need this file?
.MCR	Data file for Medicare cost reports (2552-96, etc.)	Yes
.CLT	Data file for California Long-Term Disclosure Report file (LTCIR)	Yes
.MCRX	Data file for 2552-10, 2540-10 and 265-11 cost reports.	Yes
.MCRX.fs~	Temporary file.	Yes, if the cost report file is open.
.CDR	Main data file for California Hospital Disclosure Report file (CHDR)	Yes
.TMP	Temporary storage file created during calculate	Recommended
.TXT/.PDF	Text files or Adobe PDF file format, created if you select *Print to File*	No
.DAMAGED	Created by Restore/Reorganize tool	No, this is a damaged file.
.BPL	Program File for HFS software	Yes
.DAT	Data file for error descriptions	Yes
.LBL	Temporary label file	No
.RAV	Report formatting file for the HFS software	Yes
.UPDATED	Information file for updates	No
Acceptability Checklist		
.ACC	Associated with Acceptability Checklist	Yes
Auditor Extensions		
.MCA, .MCAX	Adjusted cost report file; contains audit adjustments applied in Auditor	Yes, if using Auditor
.TMA	Temporary storage file for MCA file; created during calculate	Recommended
.Auditor	Stores audit adjustments used in Auditor	Yes, if using Auditor
.Auditor.BK	Auditor backup of adjustments	Yes
Automated Account Interface Extensions		
.AIRX	Stores all assignment rules	Yes
.AAIX	Contains account, amount, and cross-reference information	Yes, if using AAI
339 Extensions		
.XPRQ	Main data file that contains 339 information	Yes, if you are using 339
Management Reports		
.255296mrx	Management report groups and global tolerance criteria	Yes

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Extension	Description	Do you need this file?
PS&R Extensions		
.MCP	Contains all PS&R information	Yes
.XRD	PS&R file	Yes
Data Extractor		
.CSDX	Contains specifications of data to be extracted	Yes
.CSV	Comma separated file	Yes
.DSC	Batch Data Extractor Specification Criteria file	Keep/delete - user generated
.DSS	Batch Data Extractor Specification file	Keep/delete - user generated
Professional Desk Review		
.PDRX	Data file	Yes
.PDTX	Template file	Yes
Wage Index		
.WIC	Data file	Yes
.WIT	Template file	Yes

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Introduction to API

Overview of the HFS Application Programming Interface

The HFS Application Programming Interface (API) is a set of functions made available to external programs to allow those programs a way to communicate with the HFS Medicare Cost Report (MCRIF32) software. This communication is performed through a structured command language that tells the MCRIF32 software what type of tasks to perform. Commands can be sent to extract specific worksheet data, to write specific worksheet data, or to perform operations on cost report files.

Purpose

The purpose of the API is to assist in the automated processing cost report data through user defined tools without the need to open the MCRIF32 software or use the graphical user interface (GUI) of that software. This allows your staff, even with minimal programming knowledge, a powerful mechanism for cost report data mining.

Capabilities

Listed below is a list of capabilities built into the API as of 4/26/2012:

- ***Data Extraction*** –Commands can be sent to the API to extract data from specific worksheets within the cost report. You can extract data from one or more worksheets and from any number of fields on those worksheets, all with a single command.
- ***Data Push*** –Commands can be sent to the API to push data to specific worksheets within the cost report. As in data extraction, you can push data to one or more worksheets and to any number of fields on those worksheets, all with a single command.
- ***Multiple File Processing*** –The API command language allows for multiple files to be acted upon with a single command request. Using this feature provides for faster processing when requesting larger amounts of data from the API.
- ***Worksheet Field Information*** –Commands can be sent to the API to request all known field information in addition to extracting the value of the worksheet field. This type of information is useful when you need to know how the data might be formatted. For example, if the field is a date, the API will return date information about the field such as our acceptable date range and date formatting (e.g., mm/dd/yyyy).
- ***Cost Centers and Statistical Basis*** – Sending a cost center command to the API will return the cost centers and statistical basis information for the cost report. Cost center information includes the Worksheet A1 line number, cost center code and cost center label. Statistical basis information includes the overhead cost center column number (Worksheet B-1) and statistic code statistic label for that column.
- ***Basic File Information*** –Commands can be sent to the API to retrieve basic information about the files available. Once you extract a list of the files available, you can then tell the API to give you information about one or more of those files. The information returned gives the provider name and number, fiscal year begin and end dates, and whether or not the file is

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calculated.

- ***Available Files List***–The administrator of the API can control what files will be exposed to the API. When this list is controlled, the API end user cannot add to the list of files available to the API but can query a list of those files so they can start building their requests. This approach is useful when you want to limit the file set that can potentially be modified by users of the API.

Extraction Formats

Because our clients use our data differently, different file output formats have been requested for the API to produce.

- **Comma Separated Value (CSV)** –This is a standard format supported by almost every spreadsheet manufacturer. Each field is surrounded by double quotes (regardless of data type) and separated by a comma from other fields.

- **Look-up CSV** –This format is similar to the standard CSV format with the exception that some fields are combined into a “look-up”format that is useful when developing queries using Microsoft Excel.

- **Extensible Markup Language (XML)** –This format is a very flexible text format designed to transfer large amounts of variable type data in a way where that data can be easily extracted. This format follows the W3C3 specifications. To use this format, more programming knowledge is required of the API end user; however the resulting data typically contains more information than the CSV formats.

API Layout Overview

The following is an overview of where the API fits into the realm of the end user program and the MCRIF32 software:

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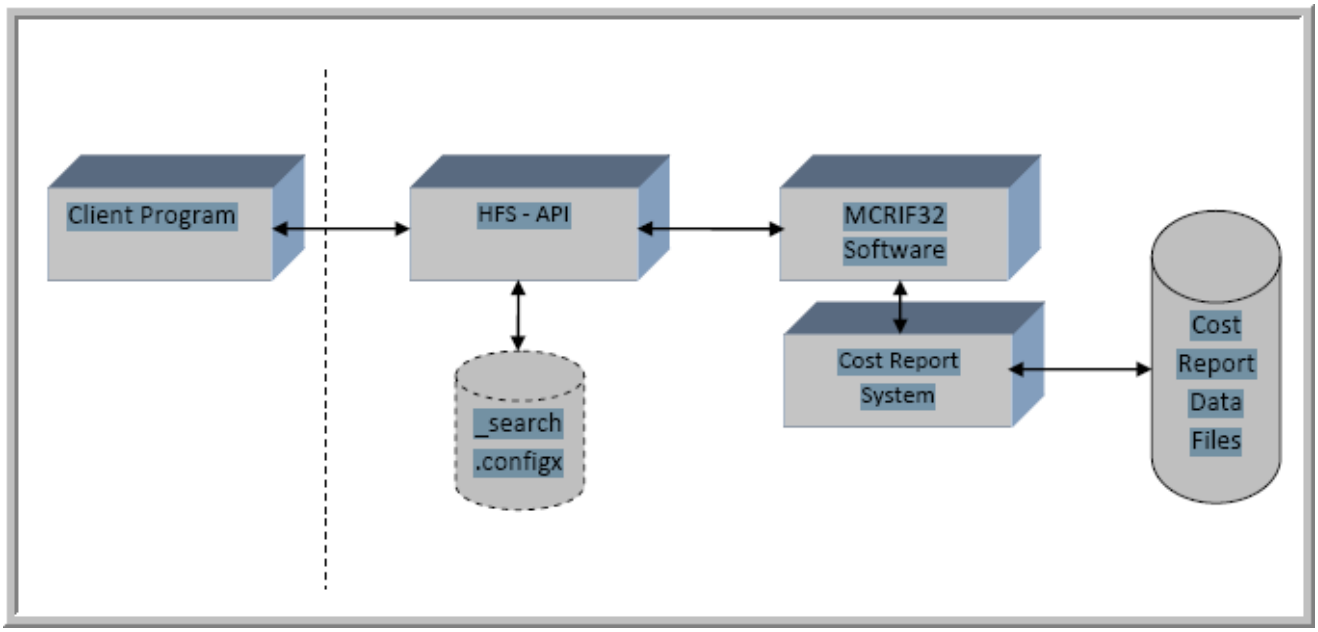

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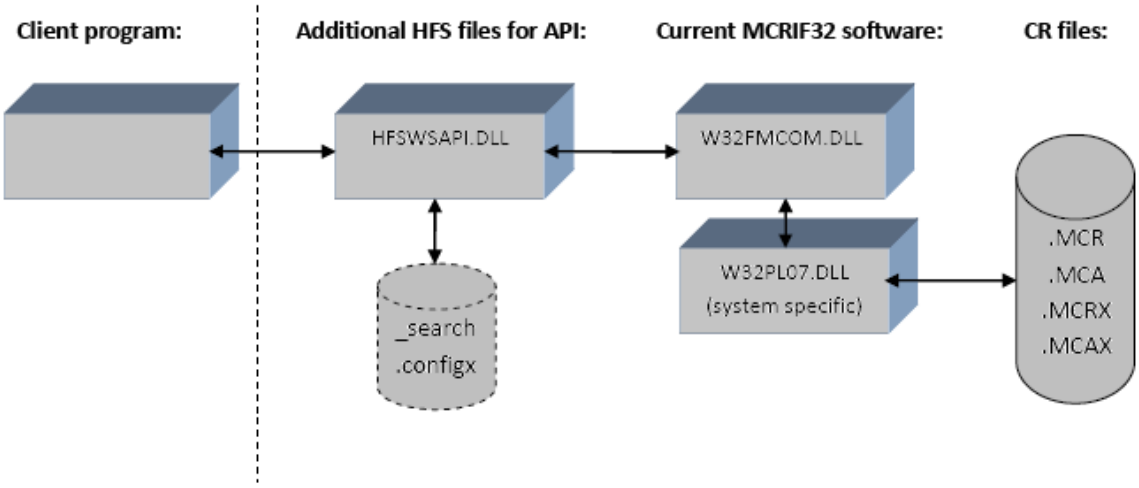
HFS Data Extractor API - Network



- Client Program is a custom made program capable to load the HFSWSAPI.DLL library and use its entry points:
  procedure **GetFileList**(ret: LPWSTR); stdcall;
  procedure **GetFileListA**(ret: LPCSTR); stdcall;
  procedure **GetMCRData**(instructions: LPWSTR; ret: LPWSTR); stdcall;
  procedure **GetMCRDataA**(instructions: LPCSTR; ret: LPCSTR); stdcall;

  GetFileList and **GetFileListA** use the _search.configx file (must be present) to determine which parameters and folders to search. As the API is meant to run on a network or even over internet the system tells to the user what files are available and not vice-versa.
  This configuration files is meant to expose only specific files and folders.
  example of _searc.configx file:

```
<searchconfiguration>
 <searchfolder mask="*.mcr" includesubfolders="true"><![CDATA[ C:\MCRIF32 ]]></searchfolder>
 <searchfolder mask="*.mca" includesubfolders="false"><![CDATA[C:\Data Files ]]></searchfolder>
</searchconfiguration>
```

- **HFSWSAPI.dll** has to be copied into the current MCRIF32 software folder. The additional **_serch.configx** file (if used) has to be in the same folder too.

Specifications:

The HFS API has the following functions currently available:

procedure **GetFileList**(ret: LPWSTR); stdcall;

procedure **GetFileListA**(ret: LPCSTR); stdcall;

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procedure **GetMCRData**(instructions: LPWSTR; ret: LPWSTR); stdcall;

procedure **GetMCRDataA**(instructions: LPCSTR; ret: LPCSTR); stdcall;

and some test functions:

procedure **TestGetMCRData**(instructions: LPWSTR; ret: LPWSTR); stdcall;

procedure **TestGetMCRDataA**(instructions: LPCSTR; ret: LPCSTR); stdcall;

GetFileListA, GetMCRDataA and **TestGetMCRDataA** functions have been added to support regular string types.

TestGetMCRData and **TestGetMCRDataA** are for testing purposes, any text can be passed as instruction, the returned

value is:

“API TestGetMCRData - instructions received!” if a text (any text) has been passed to it and

“API TestGetMCRData – no instructions were passed” if no instructions were passed.

As part of the above message you also get the size of the allocated memory by the calling program for the “ret” result.

Capabilities:

Currently the API can operate on Cost Report files in several ways:

- Can process multiple files in one single request
- Ability to select 3 different type of data output format: XML, CSV and Lookup
- Can “read” data and return the result in one of these formats: XML, CSV, Look up
- Can retrieve data including line and column labels
- Can retrieve the worksheet list used by a specific sub-system, can also retrieve component and title lists
- Can retrieve Cost Report file basic information
- Can query data returning characteristics of the type of data along with the data itself
- Can “write” to the Cost Report file with Add or Replace value type of action

The following are examples of commands that may be used to accomplish typical tasks using the API.

- `<outputspecs output="CSV"/>` 3 different type of data output formats: XML, CSV and

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```
Lookup

-   <read id="A000000"> Read data returning the result in one of the above formats

-   <read id="A000000" type="alllabels"> Retrieve data including line and column labels

-   <read id="costcenters"/> Retrieve cost centers and statistical basis

-   <read id="reclassifications"> Can retrieve reclassification code list and all data

-   <read id="worksheetsex"/> Retrieve the worksheet list used by a specific sub-system

-   <read id="components"/> Retrieve the component list used by a specific sub-system

-   <read id="programs"/> Retrieve the program list used by a specific sub-system

-   <read id="worksheetstatus"/> Retrieve the open worksheet list

-   <query id="A000000"> Query data returning characteristics of the type of data and
values

-   <write id="A000000"> Write to the Cost Report file with Add or Replace value type
of action

-   <command id="edits"/> Retrieve current Edits summary

-   Can process multiple files in one single request:
  <files>
    <file type="2552-10" instruction="managementreports"><![CDATA[C:\Data\new1.mcrx]]
></file>
  </files>

-   Can retrieve Cost Report file basic information:
    <property name="filelabel"><![CDATA[C:\Data Files\2552-96\F.mcr]]></property>
    <property name="calculated">false</property>
    <property name="fyb">01/01/2008</property>
    <property name="fye">12/31/2008</property>
    <property name="provider"><![CDATA[CHILDRENS RECOVERY CENTER]]></property>
    <property name="providerNo">09990</property>
```

The following code snippets illustrate methods of programmatically instructing API to perform certain useful tasks. the following example illustrates a sample call from a Client program.

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Sample call from Client Program (Delphi/Pascal):

```
function LocalGetData(instructions, location: String): WideString;
type
  TAPICall = procedure(instructions: LPWSTR; out ret: LPWSTR); stdcall;
var
  dll: THandle;
  dllName: String;
  proc: TAPICall;
  resultXML: LPWSTR;
  A: array[0..65536] of WideChar;  //64Kb
begin
  FillChar(A, sizeof(A), ' ');
  resultXML := A;
  Result := '<instructions />';
  dllName := 'HFSWSAPI.DLL';
  dll := LoadLibrary(PAnsiChar(dllName));
  if dll > HINSTANCE_ERROR then
  try
    proc := GetProcAddress(dll, 'GetMCRData');
    if Assigned(proc) then
    begin
      proc(LPWSTR(instructions), resultXML);
      Result := resultXML;
    end;
  finally
    FreeLibrary(dll);
  end;
end;

instructions :=
    '<instructions>'+
      '<files>'+
        '<file type="2552-96" instruction="batch">'+
          '<![CDATA[c:\Data Files\2552-96\20102.mcr]]>'+
        '</file>'+
        '<file type="2552-96" instruction="batch">'+
          '<![CDATA[c:\Data Files\2552-96\Al40635.mcr]]>'+
        '</file>'+
      '</files>'+
      '<instruction name="batch">'+
        '<read id="A000000"><line name="5.00"><column name="7.00" /></line></read>'+
        '<read id="A600000" other="Code [ A]">'+
          '<line name="1.00">'+
            '<column name="3.00" />'+
            '<column name="4.00" />'+
          '</line>'+
        '</read>'+
        '<read id="A81000A"><line name="1.00"><column name="1.00" /></line></read>'+
      '</instruction>'+
    '</instructions>';
```

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This next example retrieves MCR data and a list of files.

Sample calls GetMCRDataStr and GetFileListStr from Client Program (Visual Basic):

```
Public Class Form1
    Declare Sub GetMCRDataA Lib "c:\MCRIF32\HFSWSAPI.dll" (ByVal a As String, ByVal ret As String)
    Declare Sub GetFileListA Lib "c:\MCRIF32\HFSWSAPI.dll" (ByVal ret As String)

    Private Sub UpdateScr(ByVal status As Boolean)
        btnGetMCRDataStr.Enabled = status
        btnGetFileListStr.Enabled = status
    End Sub

    Private Sub btnGetMCRDataStr_Click(ByVal sender As System.Object, ByVal e As System.EventArgs)
                                       Handles btnGetMCRDataStr.Click
        Dim a As String
        Dim b As String

        b = Space$(1048576) 'allocate 1Mb for the result
        UpdateScr(False)
        TextBoxOutput.Text = "working..."
        a = TextBoxInput.Text
        GetMCRDataA(a, b)
        TextBoxOutput.Text = b
        UpdateScr(True)
    End Sub

    Private Sub btnGetFileListStr_Click(ByVal sender As System.Object, ByVal e As System.EventArgs)
                                        Handles btnGetFileListStr.Click
        Dim b As String

        b = Space$(1048576) 'allocate 1Mb for the result
        UpdateScr(False)
        TextBoxOutput.Text = "working..."
        GetFileListA(b)
        TextBoxOutput.Text = b
        UpdateScr(True)
    End Sub

    Private Sub btnClose_Click(ByVal sender As System.Object, ByVal e As System.EventArgs)
                               Handles btnClose.Click
        Close()
    End Sub
End Class
```

The next code snippet retrieves a list of files from Excel.

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Sample calls GetMCRDataStr and GetFileListStr from Excel* (VBA code):

```
Private Declare Sub GetMCRDataA Lib "c:\MCRIF32\HFSWSAPI.dll" (ByVal a As String, ByVal ret As
String)

Sub proFirst()
        Dim a As String
        Dim b As String

        a = "<instructions><files><file type=""2552-96"" instruction=""batch""><![CDATA[c:\data
files\20102.mcr]]></file><file type=""2552-96"" instruction=""batch""><![CDATA[c:\data
files\A140635.mcr]]></file></files><instruction name=""batch""><read id=""A000000""><line
name=""10.00""><column name=""1.00"" /></line></read></instruction></instructions>"
        b = Space$(524288) 'allocate 512Kb for the result
        GetMCRDataA a, b
        Range("A1").Value = b
End Sub
```

The following picture shows a sample XML file containing data retrieved by API from cost reports.

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GetMCRData returns the following (sample) XML containing the data from the cost report file/s:

```
<results>
  <file type="2552-96" err="2">
    <properties>
      <property name="filelabel"><![CDATA[C:\Data Files\2552-96\F.mcr]]></property>
      <property name="calculated">false</property>
      <property name="fyb">01/01/2008</property>
      <property name="fye">12/31/2008</property>
      <property name="provider"><![CDATA[CHILDRENS CENTER]]></property>
      <property name="providerNo">09900</property>
    </properties>
    <result id="A000000">
      <line name="5.00">
        <column name="1.00"></column>
        <column name="2.00"></column>
        <column name="3.00"></column>
        <column name="4.00"></column>
        <column name="5.00"></column>
        <column name="6.00"></column>
        <column name="7.00"></column>
      </line>
    </result>
    <result id="A600000">
      <line name="1.00">
        <column name="3.00"></column>
        <column name="4.00"></column>
      </line>
    </result>
    <result id="A000000">
      <line name="3.99">
        <column name="2.00"></column>
      </line>
    </result>
    <result id="A81000A">
      <line name="1.00">
        <column name="1.00"></column>
      </line>
    </result>
  </file>
  <file type="2552-96">
    <filelabel><![CDATA[A140635.mcr]]></filelabel>
    <result id="A000000">
      <line name="5.00">
        <column name="1.00">32548</column>
        <column name="2.00">3285995</column>
        <column name="7.00">3318543</column>
      </line>
    </result>
  </file>
</results>
```

The <file> node could contain an error code like in the sample above err="2", this error is the Windows system error code. The complete list of Windows errors can be found at the following URL: http://msdn.microsoft.com/en-us/library/ms681381(v=vs.85).aspx

API can selectively retrieve data. This example retrieves cost centers and statistics from the cost report.

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```
API has the capability to extract the set of cost centers and statistics.
Here is the request format:

instructions :=
    '<instructions>'+
      '<files>'+
        '<file type="2552-96" instruction="batch">'+
          '<![CDATA[c:\Data Files\2552-96\20102.mcr]]>'+
        '</file>'+
      '</files>'+
      '<instruction name="batch">'+
        '<read id="A000000">'+
          '<line name="5.00">'+
            '<column name="1.00" />'+
            '<column name="7.00" />'+
          '</line></read>'+
        '<read id="costcenters" />'+
        '<read id="A81000A"><line name="1.00"><column name="1.00" /></line></read>'+
        '<read id="B000001"><line name="6.00"><column name="3.01" /></line></read>'+
      '</instruction>'+
    '</instructions>';

The resulting statistics and cost centers are grouped in this way:

<results>
  <file type="2552-96" err="2">
    <result id="A000000">
      <line name="5.00">
        <column name="1.00">32548</column>
        <column name="2.00">3285995</column>
        <column name="7.00">3318543</column>
      </line>
    </result>
    <result id="costcenters">
      <statisticalbasis>
        <basis line="1.00" code="01"><![CDATA[SQUARE FEET]]></basis>
        <basis line="2.00" code="02"><![CDATA[DOLLAR VALUE]]></basis>
        <basis line="3.00" code="01"><![CDATA[SQUARE FEET]]></basis>
      </statisticalbasis>
      <costcenters>
        <costcenter line="1.00" code="0100" deleted="false"><![CDATA[OLD CAP REL]]></costcenter>
        <costcenter line="2.00" code="0200" deleted="false"><![CDATA[OLD CAP REL]]></costcenter>
        <costcenter line="3.00" code="0300" deleted="false"><![CDATA[NEW CAP REL]]></costcenter>
      </costcenters>
    </result>
  </file>
</results>
```

API can query the cost report data file and return data and return specific characteristics of the data elements it retrieves.

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```
API has the capability to query data returning in addition to the original value all
characteristics of the data like type and precision.
Here is the request format:

instructions :=
    '<instructions>'+
      '<files>'+
        '<file type="2552-96" instruction="batch">'+
          '<![CDATA[C:\Data Files\2552-96\F.mcr]]>'+
        '</file>'+
      '</files>'+
      '<instruction name="batch">'+
        '<query id="A000000">'+
          '<line name="6.00">'+
            '<column name="1.00"/>'+
            '<column name="2.00"/>'+
            '<column name="3.00"/>'+
          '</line>'+
        '</query>'+
      '</instruction>'+
    '</instructions>';

Result:

<results>
  <file type="2552-96" err="0">
    <properties>
      <property name="filelabel"><![CDATA[C:\Data Files\2552-96\F.mcr]]></property>
      <property name="calculated">false</property>
      <property name="fyb">01/01/2008</property>
      <property name="fye">12/31/2008</property>
      <property name="provider"><![CDATA[CHILDRENS CENTER]]></property>
      <property name="providerNo">09990</property>
    </properties>
    <result id="A000000">
      <line name="6.00">
        <column name="1.00" type="number" min="-9999999999999" max="9999999999999"
precision="0">700</column>
      </line>
    </result>
    <result id="A000000">
      <line name="6.00">
        <column name="2.00" type="number" min="-9999999999999" max="9999999999999"
precision="0">200</column>
      </line>
    </result>
    <result id="A000000">
      <line name="6.00">
        <column name="3.00" type="number" min="-9999999999999" max="9999999999999"
precision="0">0</column>
      </line>
    </result>
  </file>
</results>
```

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There are too many potential uses for API for us to show examples of all of them. This tools is incredibly useful and its already installed with your cost report software. If you are interested in using API and you need help writing commands for API, please contact our technical support staff for assistance.

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IRIS

HFS received CMS approval for our newest cost report software product, the Interns & Resident Information System (IRIS). Most providers have been using the old, outdated, DOS based IRIS software for many years. The DOS software has not changed in many years and it has not kept pace evolving operating systems or software development trends. Our IRIS software is a Windows application. It can do everything the old software did and more, and it does everything better that the old program you've been using all these years. There is a separate user manual dedicated to the IRIS program. Please contact HFS if you are interested in licensing our new IRIS software.

See also: IRIS product page

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HCRIS Analysis Tools

Please see HCRIS product page on the HFS website. There is a separate user manual for this product that can be downloaded from the website.

HCRIS product page

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Wage Index Verify

The Wage Index Verification tool was created to assist MACs in meeting the requirement of verifying submitted HCRIS data against the actual cost report files used to submit that HCRIS data.

The Wage Index Verification software is accessed via Tools/Wage Index Verification. Specify the folder with the CMS Public Use File (“PUF”) that you have saved to a “.csv” format, then specify the folder where the MCR/MCA files are located. (See below.)

20.1 Using the Wage Index Verification Tool

The Wage Index Verification software will examine the HCRIS data you received from CMS (PUF) and compare that data to the actual cost report files. To do this you must follow these simple steps:

1. Open the CMS HCRIS.XLS (PUF) file into Microsoft Excel.

2. From the Excel File menu, choose Save As.

3. From the Save As dialog, select the folder where you want to save the HCRIS data. Next, in the “Save as type” drop-down box, choose “CSV (comma delimited)(*.csv)”. Finally, press the Save button. (If you want to improve efficiency, save only those files/records specific to your MAC number.)

4. Close Excel.

5. Decide which folder will contain all of your cost report files and copy those files to that folder location. Note: This folder may contain sub-folders with cost report files. Also, these cost report files can be either MCR or MCA files.

6. Start the Wage Index Verification by clicking on Tools/Wage Index Verification.

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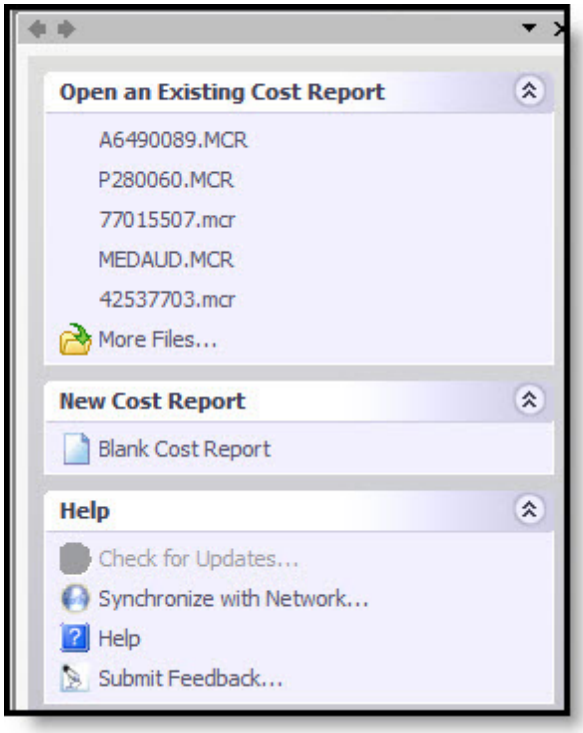


7. In the HCRIS File box, type the name of the HCRIS data file you created in step #3 above. You may also press the Browse button next to the HCRIS File box to browse for the HCRIS file (PUF).

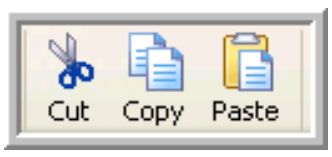
8. In the Cost Report Folder box, type the name of the folder where your cost report files are located. This should be the same folder you decided upon in step #5 above. You may also press the Browse button next to the Cost Report Folder box to browse for the desired folder.

9. If you created sub-folders and those folders contain cost report files you want to search, place a check mark in the box titled “Include sub-folders in cost report file search.”

10. If your HCRIS data file has data from other FIs in addition to your own and you do not want to process the other FI’s data, enter your FI number in the **FI Number** box and make sure you DO NOT check the box marked “Do not check FI number during processing.” If this is only for your FI/MAC number, check the box “Do not check FI number during processing.”

11. When you have finished with the above steps, press the Run button.

12. When the Wage Index Verification software is ready to print the results of the verification process, the following screen will appear:



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13. If the printer indicated is not the correct printer, press the Setup button to select the correct printer. Press the Preview button to preview the results of the Wage Index Verification process.

14. On the preview screen, you can move through each page by pressing the Next/Prev buttons. When you are ready to print, press the Print button.

15. To close the Wage Index Verification software, press the Cancel button on the Wage Index Verification software's main screen.

THE WAGE INDEX VERIFICATION REPORT

The headings on the Wage Index Verification Report contain the software version, date and time prepared, the section title and the fiscal year begin date range for the data being verified. This date range is determined from the HCRIS data you provided to the software.

At the foot of each page is the HCRIS data file used and the page number. There are four different sections on the report:

- HCRIS DIFFERENCES FOUND

This section contains all of the differences found between the HCRIS data (PUF) and the actual cost report file. Ordered by provider number, this section shows the provider name, number, fiscal year, and any differences found. These differences are ordered by worksheet and line number on that worksheet. If no differences are found for any provider, the message NO DIFFERENCES FOUND will be printed in this section.

- SUMMARY OF COST REPORT FILES USED FOR COMPARISONS

This section shows the cost report files that were used for the data comparisons. Ordered by provider number, this section shows the provider name and number, and the cost report file used to compare against the HCRIS data. This section will help you locate the correct cost report file when you are researching any differences the system may have found. If, for some reason, no cost report files could be matched to your HCRIS data, the message NONE FOUND will be printed in this section.

- COST REPORT FILE PROCESSING ERROR

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This section shows the cost report files that were matched to a provider in the HCRIS data but could not be properly processed when the system tried to verify that HCRIS data. Ordered by provider number, this section shows the provider name and number, and the cost report file that caused the processing error. This section will help you determine if all of the HCRIS data was properly processed. If any files show up in this section, reboot your computer and run the Wage Index Verification software again. If you continue to have files show up in this section, call us so we can determine the problem. Ideally, nothing will show up in this section and you will see the message NONE FOUND.

- DATA WITHOUT A MATCHING COST REPORT FILE

This section contains all of the HCRIS data that could not be matched to a cost report file. Ordered by provider number, this section shows the provider name, number and fiscal year. If all of the HCRIS data were matched to cost report files, the message NONE FOUND will be printed in this section. This section will help you determine which cost report files you need to move into the folder that contains the cost report files you want used for the HCRIS wage index verification.

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